DOCUMENT RESUME

ED 365 792 CE 065 377

TITLE	National Workplace Literacy Program. 1993 Abstracts.
INSTITUTION	Office of Vocational and Adult Education (ED), Washington, DC. National Workplace Literacy Program.
PUB DATE	93
NOTE	59p.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	*Adult Basic Education; Adult Literacy; *Cooperative Programs; *Coordination; Job Skills; Labor Education; Labor Force Development; *Lifelong Learning; *Literacy Education; National Programs; Program Descriptions
IDENTIFIERS	*National Workplace Literacy Program; *Workplace Literacy

ABSTRACT

This publication presents the abstracts of the 57 National Workplace Literacy Program 1993 projects. Each abstract provides the following information: project title; award number; project director; awardee; address; telephone and fax numbers; funds by fiscal year (federal and nonfederal); award period; federal project officer; objectives; procedures; outcomes/results/products; educational level(s); target population(s); estimated number of trainees; and partner(s). Representative project titles are as follows: Anchorage Workplace Literacy Project; Rural Textile Workers Literacy Enhancement Project; Tyson Improvement Program; The Literacy Line!; Skills for a Competitive Workforce; Cafeteria Workers Skills Enhancement Training Program; Workplace Literacy in the Masonry Trades; Employee Assistance and Skills Enhancement; Workplace Literacy in a TQM [total quality management] Environment for Manufacturing and Financial Industries in Chicago and Northern Illinois; Skills Effectiveness Training for Workplace Literacy; Basic Skills in the Workplace; Quest for Quality: A Basic Skills Program for Total Quality Improvement; Project LEAP: Labor Education Achievement Program; Project REACH; Skills Today for Advancement Tomorrow; and Workplace Literacy and English Language Skills for New Jersey Small Businesses. (YLB)

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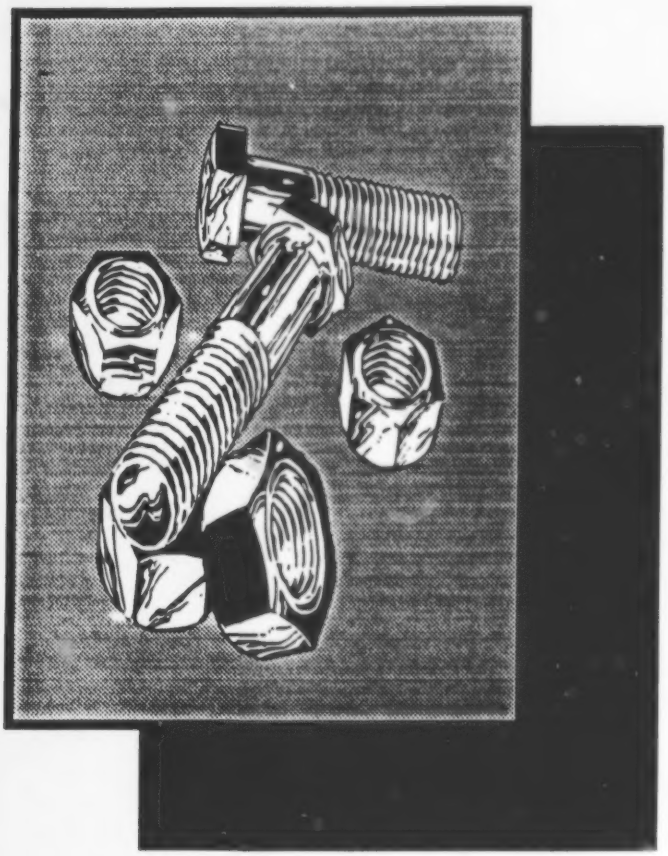

National Workplace Literacy Program

1993 Abstracts

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Anchorage Workplace Literacy Project
AWARD NUMBER:	V198A30197
PROJECT DIRECTOR/	Roselynn Cacy
AWARDEE/	Anchorage Literacy Project
STREET ADDRESS/	1345 Rudakof Circle, Suite 104
CITY, STATE, ZIP/	Anchorage, AK 99508
TELEPHONE/	(907) 337-1981
FAX:	(907) 338-3105

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$299,969
	Other Federal:	$ 0
	Non-Federal: FY 1993	$137,700
	Total Funds:	**$437,669**
	Federal Funds - 69 % of total funds	

AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: The Anchorage Workplace Literacy Project determines the literacy skills needed in the workplace by each business partner and teaches these skills to employee participants. An advisory committee, including business managers, trainers, line supervisors, and employee participants, assists in determining employer and participant goals. A model will be developed for replication with other small and intermediate businesses.

PROCEDURES: Job task analyses are conducted for each worksite. Curriculum is developed and modified appropriate to the specific worksites. Targeted adults with inadequate basic skills receive intake assessment and will develop individual educational plans. Literacy/language instruction will occur at the workplace, literacy computer lab, and other appropriate locations.

OUTCOMES/RESULTS/PRODUCTS: 192 employee participants will improve their employability skills. Curriculum will be developed for use in the hotel, grocery chain, cleaning services, newspaper, banking, and janitorial fields. A model for use by other businesses, ABE programs, and literacy projects will be developed and available for replication.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Employed and applicant adult learners.

ESTIMATED NUMBER OF TRAINEES: 192

PARTNER(S): Anchorage Literacy Project; Q-1 Corporation; Sheraton Anchorage Hotel; Hotel Captain Cook; Best Western Barratt Inn; Carr-Gottstein Foods Company; National Bank of Alaska; Anchorage Daily News; Anchorage School District; Alaska Cleaners.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
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PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Rural Textile Workers Literacy Enhancement Project
AWARD NUMBER:	V198A30143
PROJECT DIRECTOR/	Mary D. Bauer
AWARDEE/	Enterprise State Junior College
STREET ADDRESS/	PO Box 1300
CITY, STATE, ZIP/	Enterprise, AL 36331
TELEPHONE/	(205) 347-2623
FAX:	(205) 347-1157

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$363,320
	Other Federal:	$ 0
	Non-Federal: FY 1993	$162,990
	Total Funds:	$526,310
	Federal Funds - 69 % of total funds	

AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To develop workplace literacy curriculum and provide instruction that will improve job literacy skills of at least 500 workers in the textile and apparel industry.

PROCEDURES: Project staff and industry representatives will identify critical job tasks, conduct literacy task analyses, design industry-specific curriculum, recruit employees, develop individual education plans, conduct on-site instructional programs, provide counseling and support services, and evaluate and disseminate results.

OUTCOMES/RESULTS/PRODUCTS: The project will result in continued employment, career advancement or increased productivity of textile/apparel employees through improved ability to meet demands of current and future jobs. The project will serve as a model demonstration program for the textile and apparel industry.

EDUCATIONAL LEVEL(S): Adult education

TARGET POPULATION(S): Area textile and apparel workers.

ESTIMATED NUMBER OF TRAINEES: 500

PARTNER(S): Clinton Mills; Covington Industries; Opp and Micolas Mills; Pridecraft Enterprises; Shaw Industries; Southeast Alabama Adult Education Network; Enterprise State Junior College; MacArthur State Technical College.

U.S. Department of Education
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PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Tyson Improvement Program (TIP)
AWARD NUMBER:	V198A30235
PROJECT DIRECTOR/	Randel F. Walker
AWARDEE/	Wallace State College
STREET ADDRESS/	PO Box 2000
CITY, STATE, ZIP/	Hanceville, AL 35077-2000
TELEPHONE/	(205) 352-6403 Ext 225
FAX:	(205) 352-6403 Ext 225

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$ 903,811
	Other Federal:	$ 0
	Non-Federal: FY 1993	$ 376,762
	Total Funds:	$1,280,573
	Federal Funds - 70 % of total funds	

AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To provide industry related information that will allow team members (TM) the opportunity to understand the diversity of the company, workplace, terminology, math and reading skills, problem solving skills, critical thinking skills and basic skills. This program is built upon through areas of training and development.

PROCEDURES: Conduct kick-off recruitment campaigns at all 13 sites; complete entry registration and confidentiality agreements; conduct locator assessments and pre-performance tests; complete self evaluation forms; develop Individual Educational Program (IEP), and goals assessment forms for bonus eligibility.

OUTCOMES/RESULTS/PRODUCTS: Skill levels will be raised by two grade levels; employees will be more adaptable to a changing workplace, vital to productivity increases; communication and problem solving skills will be enhanced, leading to effective team building.

EDUCATIONAL LEVEL(S): 0 - 12 grade levels.

TARGET POPULATION(S): Tyson employees

ESTIMATED NUMBER OF TRAINEES: 1820

PARTNER(S): Wallace State College; Tyson Foods.

U.S. Department of Education
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Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Southwest Alabama Cooperative Literacy Project
AWARD NUMBER:	V198A30059
PROJECT DIRECTOR/ AWARDEE/	Dr. Sylvia Spann University of South Alabama Department of Developmental Studies
STREET ADDRESS/	AHE 232
CITY, STATE, ZIP/	Mobile, AL 36688
TELEPHONE/	(205) 460-7155
FAX:	(205) 460-7824
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $224,706 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $ 97,257 **Total Funds:** $321,963 Federal Funds - 70% of total funds
AWARD PERIOD:	April 1, 1993 - October 1, 1995
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To diminish the deficit in basic skills. It is anticipated that the workers who participate in the project will gain in functional skills and attain greater job security; find opportunity for advancement; earn higher wages; make smoother adaptations to changing job skills; and gain personal satisfaction. Employers will benefit since employees should have greater job productivity; be a more stable work force; and attain better safety records.

PROCEDURES: Employees will be tested for math and reading skills by the Selectable, which places test-takers at three educational levels. Level II placement (grades 5-8) will comprise the target group. Diagnostic testing will determine area of greatest need (math or reading). Targeted employees will then enter classes meeting four hours a week for ten weeks. One hour a week in the instructional lab will be required to supplement class instruction. Students will be evaluated at the end of the ten week cycle by teacher-made competency-based tests. Recommendations will be made for each student about continuing study.

OUTCOMES/RESULTS/PRODUCTS: Learning outcomes will be measured by Mastery-based tests which will determine the extent to which individual learning objectives have been met; standardized post-tests which will indicate grade-level advancement; and anecdotal records which will describe indications of growth in self-esteem, positive response to instruction, and attitude change.

EDUCATIONAL LEVEL(S): Adult learners at the 5th - 8th grade levels as determined by Selectable.

TARGET POPULATION(S): Employees at five chemical plants.

ESTIMATED NUMBER OF TRAINEES: Approximately 240.

PARTNER(S): University of South Alabama; Zeneca; AKZO; Horchst Celanese; Courtaulds; Atochem; Barry Steam Plant.

U.S. Department of Education
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Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Pima County Workplace Education Partnership
AWARD NUMBER:	V198A30184
PROJECT DIRECTOR/	Linda Hellman
AWARDEE/	Pima County Adult Education/Workplace Education Project
STREET ADDRESS/	531 W. Plata, Suite 300
CITY, STATE, ZIP/	Tucson, AZ 85705
TELEPHONE/	(602) 884-8628
FAX:	(602) 884-8622
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $235,822 Other Federal: $ 0 Non-Federal: FY 1993 $107,076 **Total Funds: $342,898** Federal Funds - 68 % of total funds
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: The goals of the program are to improve the basic skills of the workforce participants as they relate to the literacy requirements of their jobs or future jobs, and to increase their opportunities for continued employment, career advancement, improved work-related skills, and further education or training.

PROCEDURES: A job task analysis is conducted prior to instruction; workers are involved in all aspects of program development and implementation; students are pre-tested and post-tested; advisory committees are formed at each worksite; class participation is voluntary; on-site educational counseling is provided; and childcare and transportation reimbursements are provided when needed.

OUTCOMES/RESULTS/PRODUCTS: Outcomes should indicate improved communication (written and oral), reading, math, and problem-solving skills; improved self-esteem; improved productivity; better attendance and promptness; increased worker moral and readiness for promotion. The project will develop, validate, refine, and reproduce its curricula for dissemination.

EDUCATIONAL LEVEL(S): Employed adult learners.

TARGET POPULATION(S): All workers in need of basic skills enhancement including limited English proficient and people with disabilities.

ESTIMATED NUMBER OF TRAINEES: 300

PARTNER(S): Pima County Adult Education; The Arizona Consortium for Education and Training; the Southern Arizona Innkeepers Association; the Tucson Metropolitan Chamber of Commerce.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	The Literacy Line!
AWARD NUMBER:	V198A30157
PROJECT DIRECTOR/ AWARDEE/	Rhonda Slota Napa Valley Unified School District/Napa Valley Adult School
STREET ADDRESS/	2447 Old Sonoma Road
CITY, STATE, ZIP/	Napa, CA 94558
TELEPHONE/	(707) 253-3594
FAX:	(707) 253-3828
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $404,839 Other Federal: $ 0 Non-Federal: FY 1993 $229,478 Total Funds: $634,317 Federal Funds - 64% of total funds
AWARD PERIOD:	November 1, 1993 - March 31, 1995
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To bring job-specific literacy skills to wine industry workers in Napa County using a mobile unit equipped with computers, ESL/JSL instructors, video tapes and bilingual aides; to develop a complete curriculum integrating the use of computers and video tapes.

PROCEDURES: The Napa Valley Adult School delivers the educational services and ensures that these services are directly applicable to workplace needs. The business partners provide classroom space, access to employees for recruitment, active management and employee representatives to serve on a project advisory board, negotiate employee release time for classes, and work with Project teaching staff to develop a solid curriculum reflecting site needs. ESL/JSL instruction takes place on-site with instructional back-up from a computer-equipped mobile unit. Classes are scheduled according to the seasonal demands of the wine industry. An integral part of the curriculum is the use of professional quality videotapes produced at the worksites which teach ESL/JSL and directly relates to employee issues, such as, understanding pay and benefits, telephone communications, and health and safety.

OUTCOMES/RESULTS/PRODUCTS: The Napa Valley Adult School will provide ESL/JSL instruction at 11 worksites in Napa County utilizing the fully-equipped Literacy Line mobile unit. Five additional professional quality video tapes will be produced and integrated into the curriculum to complete a series of 15 video tapes. This series will be packaged and disseminated to students, partners, and other businesses and educational agencies who wish to use them to enhance instructional delivery. A minimum of four types of qualitative and quantitative workplace-based assessment instruments will be developed and implemented.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed adult vineyard and winery workers with limited English proficiency and inadequate job-specific literacy skills.

ESTIMATED NUMBER OF TRAINEES: 600

PARTNER(S): Napa Valley Unified School District; Beringer Vineyards; Domaine Chandon; Winegrowers Farming Company; Robert Mondavi Vineyards; Joseph Phelps Vineyards; Schramsberg Vineyards & Cellars; The Hess Collection Winery; Jaeger Vineyards; Swanson Vineyards; E.R. Vineyards (Franciscan); Renteria Vineyard Management.

U.S. Department of Education
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PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Project EXCEL: San Francisco Tourism Industry Workplace Literacy Program
AWARD NUMBER:	V198A30044
PROJECT DIRECTOR/ AWARDEE/	Sharon Tu Career Resources Development Center
STREET ADDRESS/	655 Geary Street
CITY, STATE, ZIP/	San Francisco, CA 94102
TELEPHONE/	(415) 775-8880
FAX:	(415) 775-1748
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $627,356 Other Federal: $ 0 Non-Federal: FY 1993 $313,173 Total Funds: $940,529 Federal Funds - 67% of total funds
AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: Project EXCEL will provide workplace literac, training to limited-English proficient (LEP) employees at five major San Francisco hotels and five San Francisco restaurants; to LEP members of the Hotel Employees and Restaurant Employees Union, Local 2; and to LEP workers who are seeking employment in the tourism industry. The project will refine its existing ESL curricula, institute an innovative pre-employment training component, solidify the existing commitment to workplace literacy among San Francisco's business, labor, and education communities, and replicate the program at more Bay Area businesses.

PROCEDURES: Project EXCEL will provide three key educational components for participants: (1) Hotel Workplace Literacy; (2) Restaurant Workplace Literacy; and (3) Workplace Preparation for unemployed workers seeking jobs in the tourism industry. In all cases a carefully sequenced, modular curriculum design will be implemented. Job-specific literacy audits will be conducted at each site prior to the development of curriculum. Business and labor partners will contribute to all phases and components of the project, including the pre-employment training.

OUTCOMES/RESULTS/PRODUCTS: Over an 18-month period, the project will provide workplace literacy training to 670 employed LEP workers and 80 unemployed LEP workers. Project staff will conduct training and outreach sessions to train other instructors or corporate trainers interested in workplace literacy. Workplace literacy curricula for limited English proficient employees in the hospitality industry will be refined, disseminated and published.

EDUCATIONAL LEVEL(S): Pre-literate, beginning literacy, and adult education.

TARGET POPULATION(S): Limited English proficient working and unemployed adults in the hotel and restaurant industries.

ESTIMATED NUMBER OF TRAINEES: 750

PARTNER(S): Career Resources Development Center; Hotel Employees and Restaurant Employees Union, Local 2; San Francisco Hilton Hotel; Holiday Inn Union Square Hotel; Sheraton at Fisherman's Wharf; Sheraton Palace Hotel; Hotel Californian; Waterfront Restaurant; Miriwa Restaurant; New Asia Garden Restaurant; Casa Sanchez; Just Desserts, Inc.

U.S. Department of Education
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PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	"Skills for a Competitive Workforce"
AWARD NUMBER:	V198A30215
PROJECT DIRECTOR/ AWARDEE/	Patty Tank / Mary Gershwin Colorado Community College & Occupational Education System (CCCOES)
STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	1391 North Speer Blvd, Suite 600 Denver, CO 80204-2554 (303) 620-4000; (303) 794-4584 (303) 825-4295
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $ 768,287 Other Federal: $ 0 Non-Federal: FY 1993 $ 547,063 **Total Funds:** $1,315,350 Federal Funds - 58 % of total funds
AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To create, develop and deliver business-specific basic skills programs for workers which can contribute to workers' abilities to retain jobs, enhance their careers, and stimulate the overall organization and industry productivity.

PROCEDURES: The statewide program consists of three projects, each involving partnerships between a community college and businesses. The statewide model program will employ total quality and continuous improvement tools and concepts, as well as high performing work team methods to facilitate the program's success. Additionally, the program plans to share curriculum and information with community colleges in Colorado and other states.

OUTCOMES/RESULTS/PRODUCTS: The project will develop tools and techniques to assess fundamental skills and competencies for the project industries, curriculum for specific industries, and IEPs. The program will also document the partnership process.

EDUCATIONAL LEVEL(S): GED, ESL and essential function skills.

TARGET POPULATION(S): Adult workers.

ESTIMATED NUMBER OF TRAINEES: 850

PARTNER(S): CCCOES; Morgan Community College, Excel Corporation; Pikes Peak Community College, Current, Inc.; Pueblo Community College, Health Care Providers (St. Mary-Corwin Hospital and Parkview Hospital).

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	National Workplace Literacy Grant FY93
AWARD NUMBER:	V198A30154
PROJECT DIRECTOR/ AWARDEE/	Dr. Sharron L. Carosella (District Level-Sharon Schonhaut) Emily Griffith Opportunity School (Denver Public Schools, District 1)
STREET ADDRESS/	1250 Welton Street
CITY, STATE, ZIP/	Denver, CO 80204
TELEPHONE/	(303) 575-4739
FAX:	(303) 575-4840

FUNDS BY FISCAL YEAR:	**Federal: FY 1993**	$372,682
	Other Federal:	$ 0
	Non-Federal: FY 1993	$165,000
	Total Funds:	$537,682
	Federal Funds - 70 % of total funds	

AWARD PERIOD: June 1, 1993 - November 30, 1994

FEDERAL PROJECT OFFICER: Marian Banfield, Division of National Programs
(202) 205-8838

OBJECTIVES: The Workplace Education Program is intended to broaden the base of involvement and participation in workplace literacy. The training will focus on competencies related to specific employment in hospitals and manufacturing. Participants will attain or enhance job specific literacy skills and will develop listening, speaking, and reasoning or problem-solving skills. Curricula will be disseminated and assessment and evaluation tools will be developed.

PROCEDURES: The proposed project will include several formal steps in its methodology: create a planning team, recruit and select teachers, provide professional training for teachers, conduct presentations to supervisory personnel, prepare public relations materials, identify critical job tasks, conduct literacy task analyses, plan and develop curricula, implement a needs assessment, schedule recruitment and instruction, develop individualized education plans, deliver instruction, evaluate outcomes, and disseminate curricula.

OUTCOMES/RESULTS/PRODUCTS: Evaluation of the outcomes of this project will be an ongoing process to keep the partners apprised of the progress of the employees. The results of the evaluation will be used to reassess the project. The partners can review the long-term direction of the program, revise policy, purpose, goals, objectives and activities, and make decisions about both the project and the staff. The products will include qualitative and quantitative assessment and evaluation tools, workplace data on participant gains, and curricula.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed and adult learners.

ESTIMATED NUMBER OF TRAINEES: 770

PARTNER(S): Denver Public School System, District 1; Provenant Health Partners (Saint Anthony North, Saint Anthony Central, Mercy Medical Center, Saint Elizabeth/The Gardens, and Provenant Senior Life Center); University of Colorado Health Sciences Center (UCHSCU); Saint Joseph Hospital; Presbyterian/St. Luke's Medical Center; Imperial Headwear, Inc.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	CBIA Statewide Workplace Literacy Program
AWARD NUMBER:	V198A30124
PROJECT DIRECTOR/	Janet R. Baisley
AWARDEE/	Connecticut Business and Industry Association
STREET ADDRESS/	370 Asylum Street
CITY, STATE, ZIP/	Hartford, CT 06103
TELEPHONE/	(203) 244-1900
FAX:	(203) 278-8562

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$454,607
	Other Federal:	$ 0
	Non-Federal: FY 1993	$313,308
	Total Funds:	$767,915
	Federal Funds = 59 % of total funds	

AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To use CBIA's workplace literacy brokering network to provide customized basic skills training for 13 Connecticut manufacturing companies. All thirteen companies need their hourly employees to upgrade their basic skills in order to participate in a "total quality management" work environment in addition to carrying out increasingly sophisticated job responsibilities.

PROCEDURES: CBIA will work with two education service providers, the CREC Workplace Adult Literacy Center and the Business and Industry Services Network, to develop and deliver customized workplace literacy services. The training program for each company is guided by a steering committee comprised of management, union representation, supervisors, hourly workers, education service providers, and the project director. The customized basic skills training program at each company will be guided by the task analysis and specific outcome measures agreed upon by each company's steering committee.

OUTCOMES/RESULTS/PROCEDURES: Results of the training will be assessed through gains in customized "pre/post" test scores and qualitative survey data that records anecdotal information about employee improvement. Each company's steering committee also developed specific measures (indicators) of success related to what the employees should know and be able to do for their jobs.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Hourly production workers in the manufacturing sector.

ESTIMATED NUMBER OF TRAINEES: 500

PARTNER(S): Connecticut Business and Industry Association; CBIA Manufacturers Council; CT Department of Education; CT Department of Labor; Reflexite Corporation; Branson Ultrasonics; Colt's Manufacturing Company; General Electric Co.; The Rockbestos Company; Teleflex Manufacturing; Spirol International; Jacobs Vehicle Equipment Co.; Turbotec Products Inc.; Walbro Automotive Corp; General Datacom.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Greater Hartford Alliance for Literacy
AWARD NUMBER:	V198A30236
PROJECT DIRECTOR/	Francis J. Chiaramonte
AWARDEE/	Capital Community-Technical College
STREET ADDRESS/	61 Woodland Street
CITY, STATE, ZIP/	Hartford, CT 06105
TELEPHONE/	(203) 520-7849 (203) 520-7906
FAX:	
FUNDS BY	Federal: FY 1993 $296,517
FISCAL YEAR:	Other Federal: $ 0
	Non-Federal: FY 1993 $447,455
	Total Funds: $743,972
	Federal Funds - 40 % of total funds
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To provide high quality, cost-effective, workplace-relevant basic skills training to employees as well as to unemployed potential employees. The training will prepare participants to meet the increasingly sophisticated work standards, productivity and technological requirements, and changing management processes that are emerging in the partner companies.

PROCEDURES: Based on ongoing needs assessments conducted at each partner company, curricula and evaluation instruments will be customized, soliciting the input of employees and supervisors. Classes are delivered on site using a critical thinking/team building approach. Unemployed participants will receive intensive workplace-oriented basic skills instruction at the College. Documented training outcomes will be used to promote the benefits of workplace literacy and the collaborative training model that proved so successful in GHAL's prior federal grant.

OUTCOMES/RESULTS/PRODUCTS: 520 employees will enroll in training using a site-specific enriched workplace basic skills curriculum. Over 350 employees will show increased skills as measured by supervisors, the employees themselves, and on evaluation instruments. The impact of training on the participating companies will be evaluated. Over 210 unemployed graduates will enter employment, more advanced training, and/or will demonstrate increased basic skills.

EDUCATIONAL LEVEL(S): Based on participant basic skills need.

TARGET POPULATION(S): Member company employees and unemployed men and women.

ESTIMATED NUMBER OF TRAINEES: 520 employees and 300 unemployed men and women.

PARTNER(S): Capital Community-Technical College; Aetna Life and Casualty; United Technologies/Pratt & Whitney; Shawmut Bank; The Travelers Companies.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Cafeteria Workers Skills Enhancement Training Program
AWARD NUMBER:	V198A30109
PROJECT DIRECTOR/ AWARDEE/	Miriam Burt Food and Beverage Workers Union Local 32 & Employers Benefits Fund
STREET ADDRESS/	1221 Massachusetts Avenues, NW
CITY, STATE, ZIP/	Washington, DC 20005
TELEPHONE/	(202) 393-3232
FAX:	(202) 638-2437
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $466,087 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $207,960 **Total Funds:** $674,047 Federal Funds - 69 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To demonstrate a joint labor-management-education approach to workplace literacy training for workers in the cafeteria industry in Washington, DC and in Richmond, VA; to develop and disseminate a model curriculum for the industry; and to extend the evaluation of impacts on individuals and their workplaces.

PROCEDURES: This project will expand and refine its workplace learning curriculum to enhance job performance and broaden career advancement opportunities. Basic Skills, ESL, pre-GED, GED, Workplace Dynamics, and specialized hospitality courses will be offered. Services will include counseling, development of individual learning plans, and referral and linkage to other local educational and training programs. Classes will be held at the Union and at worksite locations.

OUTCOMES/RESULTS/PRODUCTS: Workers will gain greater competency in job-specific basic skills, in communication skills, and in ESL. These skills will help them work more effectively in their current jobs and prepare them for career advancement. Information about job-specific curricula will be made available for dissemination to other employers and unions in the food service industry.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Workers, some being limited English proficient. All are members of Food and Beverage Workers Union, Local 32 in Washington D.C. or in Richmond, VA.

ESTIMATED NUMBER OF TRAINEES: 360

PARTNER(S): Food and Beverage Workers Union Local 32 & Employers Benefits Fund; AFL-CIO Human Resources Development Institute.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Workplace Literacy in the Masonry Trades
AWARD NUMBER:	V198A30134
PROJECT DIRECTOR/	Raoul Cervantes
AWARDEE/	International Masonry Institute
STREET ADDRESS/	823 15th Street, N.W.
CITY, STATE, ZIP/	Washington, DC 20005
TELEPHONE/	(202) 783-3908
FAX:	(202) 783-0433
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $ 741,625 Other Federal: $ 0 Non-Federal: FY 1993 $ 352,690 **Total Funds: $1,094,315** Federal Funds - 68 % of total funds
AWARD PERIOD:	October 1, 1993 - March 31, 1995
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To provide literacy assessments, educational counseling and literacy training to over 800 trowel trades apprentices and journeymen at IMI training centers in the greater metropolitan areas of Chicago, Detroit and Los Angeles.

PROCEDURES: Integrate literacy training into and as a component of ongoing, job-specific training, I.E., identifying and incorporating work-related literacy skills into training activities such as teaching manipulation of fractions when teaching measurement; teaching reading of notes and specifications when teaching blueprints; and teaching listening/answering skills as one gives direction in class.

OUTCOMES/RESULTS/PRODUCTS: Assess 750 apprentices and journeymen in their literacy skills; provide literacy training services to at least 300 apprentices and journeymen; raise skill level to mastery in at least one literacy content area of the majority of participants; and train a cadre of instructors to provide literacy training within the normal realm of classroom and laboratory instruction.

EDUCATIONAL LEVEL(S): Adults

TARGET POPULATION(S): Apprentice and Journeyworkers in the Trowel Trades.

ESTIMATED NUMBER OF TRAINEES: 300

PARTNER(S): International Masonry Institute; International Union of Bricklayers and Allied Craftsmen; International Council of Employers of Bricklayers and Allied Craftsmen; Council for Adult and Experiential Learning.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE: National Workplace Literacy Program (CFDA 84.198)

PROJECT TITLE: Worker Education Program

AWARD NUMBER: V198A30152

PROJECT DIRECTOR/ Margaret Boyter-Escalona
AWARDEE/ Northeastern Illinois University
Chicago Teachers' Center
STREET ADDRESS/ 770 N. Halsted
CITY, STATE, ZIP/ Chicago, IL 60622
TELEPHONE/ (312) 733-7330
FAX: (312) 733-8188

FUNDS BY FISCAL YEAR:	**Federal: FY 1993**	$ 508,365
	Other Federal:	$ 0
	Non-Federal: FY 1993	$ 530,996
	Total Funds:	**$1,039,361**

Federal Funds - 49 % of total funds

AWARD PERIOD: May 1, 1993 - October 31, 1994

FEDERAL PROJECT OFFICER: Sarah Newcomb, Division of Adult Education and Literacy
(202) 205-9872

OBJECTIVES: The partnership will train union members employed in light manufacturing industries in the Chicago area. Lifelong learning courses will consist of English as a Second Language for the Workplace, Math Skills, GED Preparation, and Literacy Skills Enhancement. Also, the program will offer a series of workshops focusing on the American Work Culture, Health and Safety at the Workplace, Problem-Solving, Critical Thinking, and other relevant courses which will assist workers to adapt to changing technology.

PROCEDURES: Workers will attend classes and workshops on full release time, half release time, or on a voluntary basis. Workers will be interviewed by program staff to assess their needs, interests, and to incorporate workers' job knowledge and their curriculum ideas into class materials and activities. Individual task analyses will be developed for all workplaces to insure customized educational service delivery.

OUTCOMES/RESULTS/PRODUCTS: Workers will gain increased self-esteem and better communication skills which will ideally result in higher productivity and quality; less product turnaround time and waste; and a greater ability to become promoted from within company ranks.

EDUCATIONAL LEVEL(S): Educationally disadvantaged adult participants.

TARGET POPULATION(S): Limited English proficient and low level English literate union members.

ESTIMATED NUMBER OF TRAINEES: 500

PARTNER(S): Northeastern Illinois University; Amalgamated Clothing and Textile Workers Union; Chicago Transparent Products; Henri Studios; Juno Lighting; Midway Cap, Riddell, and Suncast.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Employee Assistance and Skills Enhancement
AWARD NUMBER:	V198A30159
PROJECT DIRECTOR/	Tipawan Reed
AWARDEE/	Northern Illinois University Office of Applied Innovations
STREET ADDRESS/	28 E. Jackson Blvd. Suite 1800
CITY, STATE, ZIP/	Chicago, IL 60604
TELEPHONE/	(312) 939-8696
FAX:	(312) 939-0616

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$ 549,819
	Other Federal:	$ 0
	Non-Federal: FY 1993	$ 523,524
	Total Funds:	**$1,073,343**
	Federal Funds - 51 % of total funds	

AWARD PERIOD:	November 1, 1993 - April 30, 1995
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To improve literacy skills leading to the improvement of workforce productivity targeted to a disadvantaged workforce while concomitantly empowering these workers with necessary workplace literacy skills to meet the challenge of America 2000.

PROCEDURES: Project staff work in tandem with corporate partners to conduct literacy audits, develop, improve, and deliver field-tested task-related curricula to LEP and ABE learners, and assess impacts to linguistic ability, job performance, and work site productivity.

OUTCOMES/RESULTS/PRODUCTS: The successful implementation of the project will not only increase participant workplace literacy skills, success in higher technical training, promotability, and productivity, but will also improve the quality of work life, reduce error rates, accident rates, as well as contribute to the body of knowledge and understanding of workplace training and cooperative partnership building.

EDUCATIONAL LEVEL(S): Various adult education.

TARGET POPULATION(S): Native English speakers and LEP employees of metro-Chicago area manufacturers.

ESTIMATED NUMBER OF TRAINEES: Approximately 300 adult learners.

PARTNER(S): Northern Illinois University; Tooling and Manufacturing Association; Admiral Tool & Manufacturing Company; Camcraft Inc.; Century Metal Spinning Company; Chicago White Metal Casting; DieMasters Manufacturing Inc.; Dudek and Bock Spring Manufacturing Company; Hudson Screw Machine Products Company; Oxford Speaker Company; Panduit Corp.; Parkview Metal Products, Inc.; Perfection Spring & Stamping; Triton Industries; True - Die; Wauconda Tool & Engineering Company, Inc.; Wireformers, Inc.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Workplace Literacy in a TQM Environment for Manufacturing and Financial Industries in Chicago and Northern Illinois
AWARD NUMBER:	V198A30043
PROJECT DIRECTOR/ AWARDEE/	Linda Mrowicki Workplace Education Division of THE CENTER - Resources for Education
STREET ADDRESS/	1855 Mt. Prospect Road
CITY, STATE, ZIP/	Des Plaines, IL 60018
TELEPHONE/	(708) 803-3535
FAX:	(708) 803-3231
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $ 791,682 **Other Federal:** $ 0 **Non-Federal: FY 1993** $ 928,527 **Total Funds:** $1,720,209 Federal Funds - 46 % of total funds
AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To plan, implement, and evaluate functional context basic skills programs at 21 companies and to develop curriculum for basic skills in a TQM environment.

PROCEDURES: The project will conduct literacy audits to identify the basic skills needs, assess workers, develop customized curriculum, provide instruction, measure participants' learning, and measure the impact of the training on the workplace.

OUTCOMES/RESULTS/PRODUCTS: 1) 90% of the participants will satisfactorily demonstrate the target competencies for the course; 2) productivity will be increased ; and 3) a curriculum for basic skills in a TQM environment will be developed.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Manufacturing and financial employees with limited English and/or inadequate basic skills.

ESTIMATED NUMBER OF TRAINEES: 1900

PARTNER(S): Community Consolidated School District #54/The Center - ALRC; Aallied Die Casting Corporation; Austin Continental Inc.; Avon Products, Inc.; E.J. Brach Corporation; FABSCO Corporation; Fel-Pro Incorporated; First Chicago Corporation; IRMCO; Paul Krone Diecasting; Magnetic Inspection Laboratory; R. Olson Manufacturing Co. Inc.; P-K Tool & Manufacturing Co.; Pyramid Northern Mouldings; Redi-Cut Foods, Inc.; C.J. Saporito Plating Co.; E.J. Somerville Co.; Tapes Unlimited, Inc.; Trans Union Credit Corporation; Viking Metal Cabinet Co.; Wells Manufacturing Company; Wilton Corporation; Northern Illinois University-Business & Industry Services.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	The College of Lake County National Workplace Literacy Program
AWARD NUMBER:	V198A30120
PROJECT DIRECTOR/	Douglas Petcher
AWARDEE/	College of Lake County
STREET ADDRESS/	19351 West Washington Street
CITY, STATE, ZIP/	Grayslake, IL 60030-1198
TELEPHONE/	(708) 223-6601
FAX:	(708) 223-9371
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $373,192 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $579,730 **Total Funds:** $952,922 Federal Funds - 39 % of total funds
AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To provide basic skills training and career advising to hourly workers at four industrial partners, enabling those workers to achieve their career goals, increase their productivity, improve their safety record, and retain their jobs or be promoted into more responsible jobs within their companies.

PROCEDURES: Initial interviews with each employee participating in the program and results of individual assessments will be used to develop an individualized educational plan for each employee. The Project Director, Project Specialist, instructors, and personnel from the participating companies will be responsible for developing workplace literacy curricula based on effective instructional techniques and incorporating company materials.

OUTCOMES/RESULTS/PRODUCTS: The project will develop a model workplace literacy program consisting of assessment techniques, instructional methods and materials, evaluation measures and support services that can be applied across industries yet adapted to meet the needs of specific companies.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Hourly industrial workers.

ESTIMATED NUMBER OF TRAINEES: 500

PARTNER(S): College of Lake County; Abbott Laboratories; Baxter Healthcare Corporation; MacLean-Fogg Company; Metalex Corporation.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Skills Effectiveness Training for Workplace Literacy
AWARD NUMBER:	V198A30096
PROJECT DIRECTOR/	Dr. David J. Matuszak
AWARDEE/	Nestle' Chocolate and Confections
STREET ADDRESS/	3401 N. Mt. Prospect Road
CITY, STATE, ZIP/	Franklin Park, IL 60031
TELEPHONE/	(708) 350-5074
FAX:	(708) 350-5065

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$378,000
	Other Federal:	$ 0
	Non-Federal: FY 1993	$178,581
	Total Funds:	$556,581
	Federal Funds - 68% of total funds	

AWARD PERIOD:	March 1, 1993 - August 31,1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: Correlate workplace literacy skills enhancement with manufacturing performance; improve workplace literacy skills of trainees. Design and establish a program which encourages utilization.

PROCEDURES: Analyze six current job positions for basic skill requirements. Develop curricula to provide training in the basic skills required to perform the six jobs.

OUTCOMES/RESULTS/PRODUCTS: Improved rate of qualifications for advanced positions, improved productivity, improved attendance, and improved job satisfaction.

EDUCATIONAL LEVEL(S): Elementary and secondary adult education.

TARGET POPULATION(S): Incumbents in targeted positions-mechanic, packaging machine operator, machine operator, general production, packaging line attendant, and electrician.

ESTIMATED NUMBER OF TRAINEES: 100

PARTNER(S): Nestle' Chocolate and Confections; Triton College, River Grove, IL.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Acme Skills Enhancement Training Program
AWARD NUMBER:	V198A30092
PROJECT DIRECTOR/	Ranada Anderson
AWARDEE/	South Suburban College
STREET ADDRESS/	15800 S. State Street
CITY, STATE, ZIP/	South Holland, IL 60473
TELEPHONE/	(708) 596-2000
FAX:	(708) 596-1125
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $222,498 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $164,791 **Total Funds:** $387,289 Federal Funds - 57 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202)205-9750

OBJECTIVES: 1) To establish and demonstrate an effective model for recruiting Acme Steel workers who have a need for skills training in the areas of math, reading, writing, ESL, communication skills, problem solving and decision making; 2) to provide literacy assessment and training to these workers in a functional context to assist workers in meeting job requirements for instituted technological changes; and 3) to increase job skills and chances for advancement.

PROCEDURES: As part of the recruitment process, employees will attend an orientation session to properly introduce them to the training program and to allow an opportunity for questions and answers that will ultimately reduce barriers to participation. Following an extensive orientation process, workers will voluntarily be assessed to determine skill level and will go through individual counseling sessions to discuss assessment results, level of instruction needed, and career planning and development. Following counseling, employees will begin basic skills training.

OUTCOMES/RESULTS/PRODUCTS: South Suburban College will provide basic skills instruction to Acme Steel employees, provide on-going evaluations and assessment, and continue to encourage worker participation and on-going workplace training and career development.

EDUCATIONAL LEVEL(S): Adults assessed below 10th grade.

TARGET POPULATION(S): Acme Steel Company employees.

ESTIMATED NUMBER OF TRAINEES: 400

PARTNER(S): South Suburban College; Acme Steel Company.

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U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Nabisco "New Indy" Workplace Literacy Project
AWARD NUMBER:	V198A30176
PROJECT DIRECTOR/	Rex E. Ward
AWARDEE/	Indiana Vocational Technical College
STREET ADDRESS/	One West 26th Street Box 1763
CITY, STATE, ZIP/	Indianapolis, IN 46206
TELEPHONE/	(317) 921-4772
FAX:	(317) 921-4348

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$192,540
	Other Federal:	$ 0
	Non-Federal: FY 1993	$ 93,795
	Total Funds:	$286,335
	Federal Funds - 67 % of total funds	

AWARD PERIOD:	September 1, 1993 - February 28, 1995
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-4977

OBJECTIVES: To demonstrate a workplace literacy project which analyzes and addresses literacy skills needed to perform jobs at Nabisco Margarine in a department-by-department plan; to develop curriculum which will support the training needs of individuals in each department; to deliver instruction customized to meet individuals needs; to develop and publish company-specific instructional materials for each department based on the job task analysis; to recruit and enroll workers who need improvement in their basic skills and develop individual development plans (IDP) for increasing their job-related basic skills; and to develop and implement evaluation strategies for measuring workplace literacy related to job performance improvement.

PROCEDURES: During the three month start-up phase, the project will develop a skill center at Nabisco, prioritize job tasks analyzed and begin development of curriculum and related materials; recruit participants by interviewing and reviewing their individual assessment scores (TALS) and developing an IDP; instructors will schedule skills upgrade sessions and will work with Nabisco staff members developing department specific skills; train staff and develop evaluation instruments and strategies for the formative and summative evaluations of the project. During the 15 month operational phase, individual and small group instruction will be conducted and the formative evaluation activities, summative evaluation, completion of job-specific curriculum development, and continued case management of participants will be conducted.

OUTCOMES/RESULTS/PRODUCTS: Participants' skills levels will improve one level on the TALS; participants will be encouraged to attain their educational goals; all Nabisco Margarine's departments will participate in the development of basic skills curricula for each job classification; the conception of a continuum of basic skills connectivity with job promotions and manufacturing technology changes.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Nabisco Margarine plant employees.

ESTIMATED NUMBER OF TRAINEES: 150 job-related, 15 GED.

PARTNER(S): Indiana Vocational Technical College, Indianapolis; Nabisco Foods, Company, Fleischmann's Division; The United Food and Commercial Workers of America, Local 700.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Basic Skills in the Workplace
AWARD NUMBER:	V198A30015
PROJECT DIRECTOR/	Larry Grubisich
AWARDEE/	Northwest Iowa Community College
STREET ADDRESS/	603 West Park Street
CITY, STATE, ZIP/	Sheldon, IA 51201
TELEPHONE/	(712) 324-5061
FAX:	(712) 324-4136

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$303,022
	Other Federal:	$ 0
	Non-Federal: FY 1993	$164,274
	Total Funds:	**$467,296**
	Federal Funds - 65 % of total funds	

AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To enhance career and job opportunities by increasing the productivity of the workforce through the improvement of basic skills essential in the workplace and prepare workers for new technologies and the production of world class products.

PROCEDURES: Northwest Iowa Community College has identified the skill deficiencies of Coilcraft, Inc. employees by using the TABE. To meet these needs adult oriented training materials will be developed, which will aid in problem solving activities and will be applied to workplace situations.

OUTCOMES/RESULTS/PRODUCTS: The individualized self-paced curriculum will provide additional workplace skills in reading, math, and GED preparation which will allow the adult worker to improve their ability to retain employment, obtain new employment, or improve their individual productivity.

EDUCATIONAL LEVEL(S): Adult learners.

TARGET POPULATION(S): Employed adult learners.

ESTIMATED NUMBER OF TRAINEES: Minimum of 160 to a maximum of 281.

PARTNER(S): Northwest Iowa Community College; Coilcraft, Inc., Hawarden, IA plant.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Quest for Quality: A Basic Skills Program for Total Quality Improvement
AWARD NUMBER:	V198A30185
PROJECT DIRECTOR/ AWARDEE/ STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	Dr. Ruthann Phillips Kentucky Cabinet for Workforce Development 500 Mero Street Frankfort, KY 40601 (502) 564-5316
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $398,234 Other Federal: $ 0 Non-Federal: FY 1993 $162,852 **Total Funds:** **$561,086** Federal Funds - 70% of total funds
AWARD PERIOD:	July 1, 1993 - Dec. 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division Adult Education and Literacy (202) 205-9872

OBJECTIVES: To develop a curriculum package relative to a total quality systems industrial environment and pilot test that curriculum at Texas Instruments and four other industries in the state of Kentucky. Four field teachers from across the state work with the Texas Instruments instructional personnel to develop the "shell" curriculum which will be customized for the industry in question. This project funds the Texas Instruments implementation; implementation at the other four sites is funded otherwise.

PROCEDURES: A thorough task analysis at Texas Instruments supplemented by analysis of four to five other industries implementing TQS is basis for the curriculum development and development of customized assessment instruments. Since both curriculum and assessment instruments must be customized, emphasis is on developing and refining the process of the development of these as much as the final product.

OUTCOMES/RESULTS/PRODUCTS: The product developed by this project of prime import will be the curriculum package, including software and video tapes, along with a process for developing customized assessment instruments meeting EEOC regulations.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Texas Instrument Production Workers.

ESTIMATED NUMBER OF TRAINEES: 400

PARTNER(S): Kentucky Cabinet for Workplace Development; Woodford County Board of Education; Texas Instruments.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Geriatric Authority of Holyoke - Workplace Education Program
AWARD NUMBER:	V198A30079
PROJECT DIRECTOR/	Patricia Camerota/Norman Halls
AWARDEE/	Massachusetts Career Development Institute, Inc.
STREET ADDRESS/	140 Wilbraham Avenue
CITY, STATE, ZIP/	Springfield, MA 01109
TELEPHONE/	(413) 781-5640
FAX:	(413) 736-2452
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $136,136 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $ 92,343 **Total Funds:** $228,479 Federal Funds - 60% of total funds
AWARD PERIOD:	September 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To improve the productivity of the workforce through improvement of Literacy skills in the workplace by the following objectives: 1) provide each ABE or ESL participant a set of educational experiences that will allow 75% of them to demonstrate a two grade level increase in basic Reading and Math skills; 2) provide each GED participant educational experiences that will ensure that 85% of those who take the GED exam will pass it; 3) develop a curriculum model that can be used in the health services industry and may be replicated locally or in other areas of the country.

PROCEDURES: Each program participant will access the individualized learning programs that will develop the basic skills which will enable the employee to perform their present job more effectively. The GAH and the Union will outline the functional skills required for each class of jobs in the GAH organization. Each potential participant will be assessed to determine their basic skill abilities and self-esteem levels. Each learner will have an Individual Education Plan (IEP) that will outline their goals and the learning experiences required to attain them.

OUTCOMES/RESULTS/PRODUCTS: The goal is to assist GAH employees in obtaining transferrable basic educational skills that will enable them to maintain their present employment and enhance their access to career advancement opportunities in the health services industry.

EDUCATIONAL LEVEL(S): Various grade levels, 4th to 10th.

TARGET POPULATION(S): Adult workers.

ESTIMATED NUMBER OF TRAINEES: 100

PARTNER(S): Massachusetts Career Development Institute, Inc.; Geriatric Authority of Holyoke, (MA); Local 1459 United Food and Commercial Workers Union.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Maryland Hospital Skills Enhancement Program
AWARD NUMBER:	V198A30204
PROJECT DIRECTOR/	Barbara Weidman
AWARDEE/	Continuing Education, Essex Community College
STREET ADDRESS/	7201 Rossville Blvd.
CITY, STATE, ZIP/	Baltimore County, MD 21237
TELEPHONE/	(410) 780-6804
FAX:	(410) 686-9564
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $ 483,006 **Other Federal:** $ 0 **Non-Federal: FY 1993** $ 794,297 **Total Funds:** $1,277,303 Federal Funds - 61 % of total funds
AWARD PERIOD:	March 15, 1993 - August 30, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To improve basic skills which are needed in the hospital so that employees will be able to: 1) function in their current jobs with increasing competence; 2) move laterally or upward; and 3) meet changing job requirements.

PROCEDURES: The project will focus on career advancement, worker participation in program development as program staff offers instruction in a work-based context, and a comprehensive counseling program. Critical support services such as IEP development; individual counseling offered at the beginning, interim, and end of sessions; specialized workshops in learning styles, motivation, stress; and a mentoring pilot will be incorporated into the projects.

OUTCOMES/RESULTS/PRODUCTS: By developing a model for hospital service workers, Essex Community College plans to establish a curricula of basic skills courses and supporting services that can be adapted to the health care industry. The program will demonstrate a 75% retention rate and a 5-7 point test gain for participants on the CASAS test. Workers will show improvement in work habits and job skills.

EDUCATIONAL LEVEL(S): 0 - 12

TARGET POPULATION(S): Level 0 - 8

ESTIMATED NUMBER OF TRAINEES: 500

PARTNER(S): Essex Community College; Liberty Medical Center; Saint Agnes Hospital; Sinai Hospital; Saint Joseph Hospital; University of Maryland Medical Systems; Johns Hopkins Hospital; Mercy Medical Center.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Project LEAP: Labor Education Achievement Program
AWARD NUMBER:	V198A30227
PROJECT DIRECTOR/	Kathleen R. Chernus
AWARDEE/	Maryland State Department of Education
STREET ADDRESS/	200 West Baltimore Street
CITY, STATE, ZIP/	Baltimore, MD 21201
TELEPHONE/	(410) 333-2381
FAX:	(410) 333-2379
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $458,368 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $342,482 **Total Funds:** $800,850 Federal Funds - 57 % of total funds
AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: (1) To provide workbased basic skills training for 400 union employees in central Maryland. (2) To provide industry specific, tailored, individualized instruction. (3) To develop individualized learning plans for each learner. (4) To increase retention by enlisting and training volunteer peer mentors. (5) To remove barriers to participation through childcare and public transportation reimbursement.

PROCEDURES: (1) Conduct literacy analysis to assess the basic skill needs of each workplace. (2) Develop curriculum to meet the specific needs of the workplace and the workers. (3) Incorporate worksite materials into the curriculum. (4) Assess learners' reading, writing, and math skills. (5) Develop individualized learning plans for each learner. (6) Provide instruction in reading, writing, mathematics, communication, critical thinking and teamwork. (7) Offer a minimum of 60 hours of instruction over 15 weeks. (8) Conduct an ongoing evaluation to improve procedures and document outcomes.

OUTCOMES/RESULTS/PRODUCTS: LEAP learners will demonstrate gains in reading, writing, math, communication, critical thinking and teamwork skills. Learner retention will be increased. Learners will demonstrate greater job productivity and increased self-esteem and will be better prepared for career and job advancements. Curricula will be developed for industries new to LEAP.

EDUCATIONAL LEVEL(S): Adult education.

TARGET POPULATION(S): Union workers in central Maryland.

ESTIMATED NUMBER OF TRAINEES: 400

PARTNER(S): Maryland State Department of Education; Metropolitan AFL-CIO Council of Unions.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Skills Today for Tomorrow: Advancing a Workplace Literacy Consortium for the Printing Industry
AWARD NUMBER:	V198A30146
PROJECT DIRECTOR/ AWARDEE/ STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	Laura E. Weidner Catonsville Community College 800 South Rolling Road Baltimore, MD, 21228 (410) 455-4501 (410) 455-4542
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $385,161 **Other Federal:** $ 0 **Non-Federal: FY 1993** $246,667 **Total Funds:** $631,828 **Federal Funds - 61 % of total funds**
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: This project will address the literacy needs of the graphic arts industry in Maryland and Southern Pennsylvania by expanding a 1991 project. Literacy Task Analyses will be performed on jobs in seven participating printing companies and a job-specific curriculum will be developed. Over 500 employees will be recruited, assessed, and offered individualized instruction where needed in reading, writing, math, critical thinking, and problem solving in two levels. All instruction will take place on-site.

PROCEDURES: The Project Director will establish the program with company management and conduct recruitment at each participating company. Project staff will conduct LTA's and develop job-specific curriculum to customize existing curriculum. Workers will begin at Level I or II as indicated by initial assessment, and progress through the program at their own pace. Pre and post assessments will be administered using the CASAS system. Industry-identified competencies are measured for each module in the program.

OUTCOMES/RESULTS/PRODUCTS: At least 588 employees at participating companies will be assessed, and training will be offered to 311 employees. At least 75% of participants in the Level I program will demonstrate sufficient competency to enroll in Level II instruction. At least 75% of participants in the Level II program will demonstrate mastery of the identified competencies. A job-specific curriculum and a marketing video will be produced during this grant.

EDUCATIONAL LEVEL(S): Adult education, high school level and below.

TARGET POPULATION(S): Adults employed in printing companies in three Maryland counties and Southern Pennsylvania.

ESTIMATED NUMBER OF TRAINEES: 311

PARTNER(S): Catonsville Community College; Printing Industries of Maryland and Southern Pennsylvania; Carroll Community College; Charles County Community College; Harrisburg Area Community College; Garamond Press; O.T. Smith Printing Company; McGregor Printing Company; Automated Graphics, Inc.; Dick Wildes Printing; York Graphic Services; Sheridan Press.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Port of Baltimore Workplace Literacy Project
AWARD NUMBER:	V198A30177
PROJECT DIRECTOR/	Michael Zekonis
AWARDEE/	Dundalk Community College
STREET ADDRESS/	7200 Sollers Point Road
CITY, STATE, ZIP/	Baltimore, MD 21222
TELEPHONE/	(410) 285-9868
FAX:	(410) 285-9658

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$392,486
	Other Federal:	$ 0
	Non-Federal: FY 1993	$308,242
	Total Funds:	$700,728
	Federal Funds - 56 % of total funds	

AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: The Port of Baltimore Workplace Literacy Project is designed to raise the basic skill levels of workers employed in a variety of settings within the Port of Baltimore. The project will support a port-wide total quality initiative in which the port is engaged, providing workers with the skills they need to participate in and benefit from the total quality training.

PROCEDURES: The project will conduct skill analyses of port positions and develop a curriculum based on this information. This curriculum will be used in instruction at either a drop-in center or within Port of Baltimore businesses. Additionally, the project will design a basic skills evaluation instrument to meet the port's unique needs.

OUTCOMES/RESULTS/PRODUCTS: The project will make available for distribution the curriculum resulting from the basic skills analyses. Skill levels of individuals, as measured through pre and post-assessment, will increase as a result of instruction. A port-specific evaluation instrument will be developed and field-tested.

EDUCATIONAL LEVEL(S): Adult basic skills required within the port environment.

TARGET POPULATION(S): International Longshoremen and employees of Private Sector Port Committee.

ESTIMATED NUMBER OF TRAINEES: 450

PARTNER(S): Dundalk Community College; International Longshoremen's Association; Private Sector Port Committee.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Casco Bay Partnership for Workplace Education
AWARD NUMBER:	V198A30063
PROJECT DIRECTOR/	Henry Amoroso
AWARDEE/	University of Southern Maine
STREET ADDRESS/	Bailey Hall, Room 220
CITY, STATE, ZIP/	Gorham, ME 04038
TELEPHONE/	(207) 780-5198
FAX:	(207) 780-5315

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$409,439
	Other Federal:	$ 0
	Non-Federal: FY 1993	$407,340
	Total Funds:	$816,779
	Federal Funds - 50 % of total funds	

AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To provide basic skills instruction (literacy, math, oral communication, ESL, GED preparation) for employees at four local businesses. Instruction will be designed and implemented to support 1) job requirements, training efforts, eligibility for promotion, and 2) individual employees' achievement of career and educational goals. Primary emphasis will be given to encouraging full participation throughout all phases of the project, and eliminating barriers to participation.

PROCEDURES: Working with advisory committees at each company, the Casco Bay Partnership will identify basic skills needs and priorities, develop specific workplace curriculum, promote participation, and monitor ongoing training. Approximately 25 qualified instructors (many of whom are graduate students in adult/literacy education) will be trained for the delivery of on-site instruction in three twelve-week cycles. Program participation will be voluntary, and supported by the employer through partial or full paid time.

OUTCOMES/RESULTS/PRODUCTS: The program will demonstrate increased proficiency in basic skills and other work-related competencies (attitudinal, participatory), using a variety of assessment tools. Products for dissemination to include: learner-generated publications, results and evaluation of workplace training and staff development training, workplace curriculum models based on a participatory approach, assessment models for individual, corporate partner and program performance.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed adult learners.

ESTIMATED NUMBER OF TRAINEES: 375

PARTNER(S): University of Southern Maine; Hannaford Brothers; Barber Foods; The Irwin Company; (also served: National Semiconductor, Inc.).

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Alpena Community College Workplace Partnership Project
AWARD NUMBER:	V198A30135
PROJECT DIRECTOR/	Donald MacMaster
AWARDEE/	Alpena Community College
STREET ADDRESS/	666 Johnson Street
CITY, STATE, ZIP/	Alpena, MI 49707
TELEPHONE/	(517) 356-9021
FAX:	(517) 356-6334

FUNDS BY FISCAL YEAR:	Federal: FY 1993	$350,000
	Other Federal:	$ 0
	Non-Federal: FY 1993	$150,000
	Total Funds:	**$500,000**
	Federal Funds - 70 % of total funds	

AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: Alpena Community College in partnership with two medium-sized businesses, four small businesses, and the Thunder Bay Labor Council proposes to continue to strengthen existing workplace partnerships and build new alliances within the changing workplace environments of six diverse rural business settings in northeastern lower Michigan. The project will focus on creating an innovative workplace assessment, instructional and evaluation design. Systematic development of authentic course materials specific to the needs of the people who represent the changing workplace will continue to be integral to the workplace project.

PROCEDURES: A system of assessment and evaluation of the target population of 250 adult learners will guide the progress of the project under the direction of the Penn State Institute For The Study of Adult Literacy. The project goal is to design and share with other business and educational providers a replicable and highly informative model of workplace assessment, instructional strategy, and evaluation that may be used in medium-sized and small businesses, particularly those with demographic characteristics comparable to the Alpena model. This will be accomplished through data generated from student portfolios and qualitative measurement of student learning outcomes.

OUTCOMES/RESULTS/PRODUCTS: This proposal seeks to substantiate with greater data in seven diverse work settings how adult workers process and apply information learned in basic skills workplace classes to their jobs and the effect of this application on productivity. The project will document (1) which teaching strategies are most effective with adult learners, (2) how materials can be most efficiently developed from job scenarios to support these strategies, and (3) what learning outcomes are most relevant to the student and why, especially as related to workplace competency, advancement and productivity.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Primarily manufacturing, blue-collar workforce, unionized, white male, 25-55 years old, high seniority, English speaking, employed adult learners.

ESTIMATED NUMBER OF TRAINEES: 250

PARTNER(S): Alpena Community College; Besser Company; Fletcher Paper Company; Baker Enterprises; Thunder Bay Labor Council; Tawas Plating & Powder; Ripley Car Wash; Omni Metalcraft.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Minnesota Telecommunications Industry Workplace Literacy Project
AWARD NUMBER:	V198A30068
PROJECT DIRECTOR/ AWARDEE/	Jean C. Dunn Minnesota Teamsters Service Bureau
STREET ADDRESS/	3014 University Avenue S.E.
CITY, STATE, ZIP/	Minneapolis, MN 55414
TELEPHONE/	(612) 331-2637
FAX:	(612) 331-3003
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $424,795 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $274,514 **Total Funds:** $699,309 Federal Funds - 61 % of total funds
AWARD PERIOD:	May 1, 1993 - October 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To develop Workplace Literacy training curricula and resources to address the job specific literacy skills required of telecommunications workers across a range of occupational classifications at AT&T and the cooperating small business sites.

PROCEDURES: Establish a project steering committee to develop an overall plan and assessment of industry and statewide implications. Develop WPL training in a telecommunications setting. Produce and disseminate training products, instructor guides and project reports.

OUTCOMES/RESULTS/PRODUCTS: The project will achieve gains in job specific skills and literacy for each participant as well as improve worker performance. An increase in worker productivity, safety and efficiency will also be attained. There will be a reduction in turnover and supervision time as well as improved job satisfaction and morale.

EDUCATIONAL LEVEL(S): High school and adult.

TARGET POPULATION(S): Employees of AT&T systems, Dell-Communication Company and Ties Company.

ESTIMATED NUMBER OF TRAINEES: 275 - 325

PARTNER(S): Minnesota Teamsters Service Bureau; The Alliance For Employee Growth & Development; AT&T Systems; Dell Comm Company; TIE Systems Company; CWA Locals 7200, 7250, 7290; Northeast Metro Technical College and Adult Education Division.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Project R.E.A.C.H.
AWARD NUMBER:	V198A30065
PROJECT DIRECTOR/	Jane Snyder
AWARDEE/	Parkway Area Adult Basic Education Program
STREET ADDRESS/	12657 Fee Fee Road
CITY, STATE, ZIP/	Creve Coeur, MO 63146
TELEPHONE/	(314) 469-8523
FAX:	(314) 469-8546
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $344,796 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $390,682 **Total Funds:** $735,478 Federal Funds - 47 % of total funds
AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: 1) Increase levels of literacy, job performance, job satisfaction, productivity, job retention, and self-esteem of members of the area workforce. 2) Serve as a resource center for Workplace Literacy in the Metropolitan St. Louis area.

PROCEDURES: Through a functional context approach, employees will receive basic skills training in math, reading, and communication skills necessary to increase productivity and job security.

OUTCOMES/RESULTS/PRODUCTS: Parkway Area Adult Basic Education Program will provide customized basic skills training and individualized instruction to employees of two electrical component manufacturers and three hospitals. Student progress will be evaluated by performance-based objective measures. Assistance will be given to other Workplace Literacy providers in the St. Louis Metropolitan Area.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Employees whose basic skills need to be upgraded to meet the skills required on the worksite.

ESTIMATED NUMBER OF TRAINEES: 300

PARTNER(S): Parkway Area Adult Basic Education Program; Watlow Electric; Code 3, Public Safety Equipment; St. Mary's Health Center; St. John's Mercy Medical Center; St. Luke's Hospital.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Skills Today for Advancement Tomorrow (STAT)
AWARD NUMBER:	V198A30199
PROJECT DIRECTOR/	Wilma J. Sheffer
AWARDEE/	St. Louis Community College
STREET ADDRESS/	300 S. Broadway
CITY, STATE, ZIP/	St. Louis, MO 63102
TELEPHONE/	(314) 539-5361
FAX:	(314) 539-5170
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $285,125 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $202,150 **Total Funds:** $487,275 Federal Funds - 59 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To provide counseling and job specific basic skills training for current and prospective Blue Cross and Blue Shield of Missouri (BCBSMo) workers. To develop model assessment tools and curricula which are competency based and transferable to similar industries.

PROCEDURES: To meet needs which have been identified through the BCBSMo Selection System, workers will be assessed and instructed in reasoning, concentration, memory, problem solving, reading, writing, speaking, listening and computation skills which are workplace specific. The consumer-driven customized assessment instruments and curricula will be evaluated for effectiveness, then reproduced and disseminated.

OUTCOMES/RESULTS/PRODUCTS: Outcomes are: increased ability for employed workers to maintain employment or to gain promotions, decreased error rates, increased productivity and quality of worklife, improved customer service, and the creation of a pool of employable applicants.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed adult learners; adult basic education students.

ESTIMATED NUMBER OF TRAINEES: 430

PARTNER(S): St. Louis Community College (SLCC); Blue Cross and Blue Shield of Missouri (BCBSMo).

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	National Workplace Literacy Program
AWARD NUMBER:	V198A30229
PROJECT DIRECTOR/	Edward J. Schneider
AWARDEE/	Mississippi State Board For Community and Junior Colleges
STREET ADDRESS/	3825 Ridgewood Road
CITY, STATE, ZIP/	Jackson, MS 39211
TELEPHONE/	(601) 982-6383
FAX:	(601) 982-6365

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$362,413
	Other Federal:	$ 0
	Non-Federal: FY 1993	$552,855
	Total Funds:	$915,268
	Federal Funds - 40 % of total funds	

AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: The objective of the Workplace Literacy Program is to provide basic skills training to workers of the three industries in the program to prepare them for more technological and higher skills level employment and to make them more productive in their present positions.

PROCEDURES: Delineate corporate, professional and personal goals. Pre-test the target population utilizing a CLOZE test, TABE sampling and a computer generated pre-test for CAI. A variety of tests will be utilized for the impaired workforce at Royal Maid Association for the Blind. Instruction will consist of basic reading and math enhancement, team problem solving techniques and certain technical and safety courses. The goal is to provide each employee the skill to advance upward or at least laterally to a more desirable position.

OUTCOMES/RESULTS/PRODUCTS: To provide a better trained, more cohesive workforce. Employees will have a better understanding of the business due to their involvement in team problem solving, an integral facet of our training. Personnel will have improved their literacy skills, thus being more comfortable in their environment, proud of their personal achievement and better trained to accept responsibility and advancement. We expect participants to be sufficiently motivated to pursue continuing education outside the workplace.

EDUCATIONAL LEVEL(S): Average 5th through 8th grade.

TARGET POPULATION(S): 1000 adult employees.

ESTIMATED NUMBER OF TRAINEES: 540

PARTNER(S): Mississippi State Board For Community and Junior Colleges; Aircap Industries/Itawamba Community College, Tupelo, MS; Chostaw Maid Farms, Inc./East Central Community College, Carthage, MS; Royal Maid Association For The Blind/Copiah Lincoln Community College, Hazelhurst, MS.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Weck Endoscopy
AWARD NUMBER:	V198A30106
PROJECT DIRECTOR/	Karen Rice
AWARDEE/	Weck Endoscopy
STREET ADDRESS/	PO Box 12600, 1 Weck Drive
CITY, STATE, ZIP/	Research Triangle Park, NC 27709
TELEPHONE/	(919) 361-3938
FAX:	(919) 361-4082
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $62,433 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $26,758 **Total Funds:** $89,191 Federal Funds - 70 % of total funds
AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To assist Weck employees in developing basic skills to meet the needs of emerging technology in a manufacturing environment.

PROCEDURES: To meet needs identified by a task analysis, basic skills coursework will provide students hands-on experiences with instruction on interpretation of directions and decision making as related to Good Manufacturing Practices.

OUTCOMES/RESULTS/PRODUCTS: Weck employees will bring basic skill levels up to meet the needs of job related competencies.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): All hourly employees.

ESTIMATED NUMBER OF TRAINEES: 180

PARTNER(S): Weck Endoscopy; Durham Technical Community College.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Devils Lake Sioux Workplace Literacy Project
AWARD NUMBER:	V198A30013
PROJECT DIRECTOR/	Dick Edenstrom
AWARDEE/	Little Hoop Community College
STREET ADDRESS/	P.O. Box 269
CITY, STATE, ZIP/	Ft. Totten, ND 58335
TELEPHONE/	(701) 766-1326
FAX:	(701) 766-4077
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $272,084 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $115,200 **Total Funds:** $387,284 Federal Funds - 70 % of total funds
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To provide literacy skills compatible with the workplace needs on the Devils Lake Sioux Reservation.

PROCEDURES: The project will incorporate the use of computer assisted learning into the individual instructional delivery system. Participants will complete IEP's appropriate to personal work objectives.

OUTCOMES/RESULTS/PRODUCTS: Each of the specific objectives include a statistical component. This will provide the basis for quantifiable data. In addition, participant tracking will be completed by the industrial partners that will provide an additional statistical base for the project. All projected data is outcome based.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed adult learners and individuals seeking to enter the labor force.

ESTIMATED NUMBER OF TRAINEES: 225

PARTNER(S): Little Hoop Community College; Sioux Manufacturing; Dakota Tribal Industries; Little Hoop Community College.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Valmont 2000: Workplace Literacy for Lifelong Learning
AWARD NUMBER:	V198A30149
PROJECT DIRECTOR/ AWARDEE/ STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	Margaret Durr, Ph.D. Metropolitan Community College PO Box 3777 Omaha, NE 68103-0777 (402) 359-2201 (402) 359-4470
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $270,837 **Other Federal:** $ 0 **Non-Federal: FY 1993** $204,876 **Total Funds:** $475,713 Federal Funds - 57 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To create a lifelong learning program assuring Valmont employees the opportunity to develop within the work environment; upgrade basic literacy skills required on the job, think critically, problem solve, work as productive team members, and achieve personal mastery of those skills required to assume new roles in the Valmont organization and enhance its productivity goals. The project, which is designed to serve 350 Valmont shop floor employees, is being developed as a model to be replicated at all Valmont national and international locations.

PROCEDURES: Metropolitan Community College, as Valmont Industries' educational partner in the Valmont 2000 project, conducts job task/literacy analyses to determine reading, writing, and math skill requirements for specific job categories; develops job-related, performance based curriculum; provides comprehensive employee assessments; develops individual employee learning plans, and conducts literacy training classes. Comprehensive support services are also provided through the Valmont 2000 Development Center where employees attend classes, have access to mentors or tutors and can use interactive multimedia training resources to supplement classroom instruction.

OUTCOMES/RESULTS/PRODUCTS: Providing job related literacy training in an environment fostering lifelong learning will enable Valmont workers to enter new jobs, be retrained to meet new job skill demands, upgrade employment, and enhance productivity while increasing self esteem and becoming better informed, more involved citizens. New performance based curricula, improved methods of delivering work-based literacy instruction, and discoveries relating to teamwork processes are among the expected outcomes and products.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Adult employed workers.

ESTIMATED NUMBER OF TRAINEES: 350

PARTNER(S): Metropolitan Community College; Valmont Industries.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Workplace Literacy and English Language Skills for New Jersey Small Businesses
AWARD NUMBER:	V198A30142
PROJECT DIRECTOR/	Elaine S. Weinberg
AWARDEE/	Mercer County Community College
STREET ADDRESS/	1200 Old Trenton Road PO Box B
CITY, STATE, ZIP/	Trenton, NJ 08690
TELEPHONE/	(609) 586-4800, ext. 612
FAX:	(609) 890-6338
FUNDS BY FISCAL YEAR:	Federal: FY 1993 $576,539 Other Federal: $ 0 Non-Federal: FY 1993 $364,600 **Total Funds:** $941,139 Federal Funds - 61 % of total funds
AWARD PERIOD:	November 1, 1993 - April 30, 1995
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To develop and deliver training programs that will upgrade job specific basic skills and ESL for employees in manufacturing and service.

PROCEDURES: Conduct a needs assessment and literacy audit to determine companies' job specific basic skills requirements. Involve employees in curriculum and job needs analysis through DACUM, and use this data to develop training programs. Provide small training classes for workers with varying levels of basic skills and ESL ability to develop these skills. Specific content area will include reading, writing, math, ESL, problem solving skills and critical thinking strategies.

OUTCOMES/RESULTS/PRODUCTS: Anticipated outcomes will demonstrate improved ability to perform basic skills required for jobs, improved safety and job attitude, and reduced errors and waste. Products include basic skills curriculum for selected industries, promotional video and newsletter.

EDUCATIONAL LEVEL(S): ABE-Secondary adult learners.

TARGET POPULATION(S): Specific job categories for hourly employees critical to company's successful operation.

ESTIMATED NUMBER OF TRAINEES: 900-1200 employed adult learners.

PARTNER(S): Mercer County Community College; Hann and DePalmer; M. Grumbacher, Inc.; Rhein Chemie; and 4 small business sites: Setco; McClean Engineering; Guy Renzi and Associates; Pennington Metals.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE: National Workplace Literacy Program (CFDA 84.198)

PROJECT TITLE: Essential Communication and Documentation Skills for Youth Division Aides of the New York State Division for Youth

AWARD NUMBER: V198A30128

PROJECT DIRECTOR/ Christine Katchmar
AWARDEE/ SUNY Research Foundation, Rockefeller College
Univ. at Albany, Professional Development Program
STREET ADDRESS/ 1400 Washington Avenue
CITY, STATE, ZIP/ Albany, NY 12222
TELEPHONE/ (518) 422-5700
FAX: (518) 422-5754

FUNDS BY FISCAL YEAR:

Federal: FY 1993		$406,837
Other Federal:		$ 0
Non-Federal: FY 1993		$794,962
Total Funds:		**$1,201,799**

Federal Funds - 34 % of total funds

AWARD PERIOD: June 1, 1993 - November 30, 1994

FEDERAL PROJECT OFFICER: Melissa Morrill, Division of Adult Education and Literacy
(202) 205-9414

OBJECTIVES: To effect literacy gains among the Youth Division Aides (YDAs) of the New York State Division for Youth (DFY) in order to assist new YDAs to successfully complete a competency based traineeship and to increase job productivity; to upgrade crucial workplace writing, oral communication and interactive skills, reading, reasoning, problem solving, and decision making abilities of YDAs; to institutionalize workplace literacy instruction and support throughout DFY beyond the funding period; to create a model programmatic framework which could be replicated within other juvenile justice systems.

PROCEDURES: A 40 hour curriculum, *Essential Communication and Documentation Skills*, and a train-the-trainer curriculum will be developed, piloted, refined and delivered. Master trainers will present both curricula to DFY trainers and local ABE instructors, who will deliver the curriculum to the YDAs. On-the-job support will be introduced through tutors and job-site mentors. Local Literacy Volunteers of America/New York State (LVA/NYS) tutors will attend training sessions in preparation to provide individualized instruction as needed. Formative and summative evaluations will shape and refine the program incorporating basic principles of adult learning, contextualized instructional materials and assessments, and a learner-centered approach to instruction.

OUTCOMES/RESULTS/PRODUCTS: Provide classroom instruction and individualized tutoring and mentoring for YDAs; evaluate the effectiveness of the program on employee performance; produce a workplace literacy curriculum based on a literacy task analysis of the workplace; produce and administer instruments to diagnose and assess workplace literacy skills of YDAs; produce contextualized train-the-trainer curricula for training instructors, mentors, and tutors; train DFY staff to serve as instructors and mentors; train local ABE instructors and tutors provided by LVA/NYS in contextualized literacy instruction for YDAs.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Youth Division Aides of the NY State Division for Youth

ESTIMATED NUMBER OF TRAINEES: 350 -450

PARTNER(S): SUNY Research Foundation; New York State Civil Service Employees Association (CSEA).

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Mercy College-Semi Alloys Workplace Literacy Project
AWARD NUMBER:	V198A30222
PROJECT DIRECTOR/	Dr. Louis Lopilato
AWARDEE/	Mercy College
STREET ADDRESS/	555 Broadway
CITY, STATE, ZIP/	Dobbs Ferry, NY 10522
TELEPHONE/	(941) 946-2988
FAX:	(941) 693-4133

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$164,144
	Other Federal:	$ 0
	Non-Federal: FY 1993	$178,405
	Total Funds:	**$342,549**
	Federal Funds - 48 % of total funds	

AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To develop a demonstration model designed around the job specific needs of each participant.

PROCEDURES: Mercy College is working together with managers, supervisors, and workers to determine the company's current and future workplace requirements. The basic skills needed for each position represented in this program are identified and used as guidelines for developing appropriate curricula.

OUTCOMES/RESULTS/PRODUCTS: Increased worker productivity, improved job security, access to more desirable jobs and increased income.

EDUCATIONAL LEVEL(S): Introductory and intermediate ESL; adult education.

TARGET POPULATION(S): Adult factory workers who speak little or no English and have low level basic skills in their first language.

ESTIMATED NUMBER OF TRAINEES: 60 students per term with five 10 week terms and one four week term.

PARTNER(S): Mercy College; Semi Alloys Corporation.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Chase and NYANA: A Partnership to Remove Barriers to Job Performance
AWARD NUMBER:	V198A30228
PROJECT DIRECTOR/	Maximo Catala
AWARDEE/	New York Association for New Americans, Inc.
STREET ADDRESS/	17 Battery Place
CITY, STATE, ZIP/	New York, NY 10004
TELEPHONE/	(212) 425-2900
FAX:	(212) 425-7160
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $ 89,635 **Other Federal:** $ 0 **Non-Federal: FY 1993** $ 83,719 **Total Funds:** $173,354 Federal Funds - 52 % of total funds
AWARD PERIOD:	November 18, 1993 - November 17, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To provide a comprehensive program of workplace literacy instruction to limited English proficient (LEP) bank employees focussing on communication skills, problem solving techniques, educational counseling, intergroup relations and American workplace orientation.

PROCEDURES: Identify from bank managers' referrals and English competency, LEP bank employees who can benefit from a workplace literacy program and who may not otherwise successfully complete professional development courses due to an insufficient knowledge of English and American workplace conventions. Conduct a task analysis of participants' respective jobs and prepare/customize a curriculum to meet their specific needs. Construct, implement and review IEPs (Individual Educational Plans) for each participant. Provide release time to participants from their job duties to attend classes.

OUTCOMES/RESULTS/PRODUCTS: a) Improve receptive, productive, conversational, writing and technical English skills as listed in the IEP and based upon the language demands of current positions. b) Remove barriers to improved job performance. c) Increase awareness and sensitivity of participants regarding the American workplace. d) Develop model curriculum.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Bank employees with limited English proficiency.

ESTIMATED NUMBER OF TRAINEES: 30

PARTNER(S): New York Association for New Americans, Inc.; The Chase Manhattan Bank, N.A.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	National Workplace Literacy Program
AWARD NUMBER:	V198A30007
PROJECT DIRECTOR/	Ivy Au Tse
AWARDEE/	Chinatown Manpower Project, Inc.
STREET ADDRESS/	70 Mulberry Street
CITY, STATE, ZIP/	New York, NY 10013
TELEPHONE/	(212) 571-1690
FAX:	(212) 571-1686

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$340,140
	Other Federal:	$ 0
	Non-Federal: FY 1993	$169,860
	Total Funds:	$510,000
	Federal Funds - 67 % of total funds	

AWARD PERIOD:	November 1, 1993 - April 30, 1995
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education & Literacy (202) 205-9414

OBJECTIVES: To upgrade the workplace literacy skills of garment workers so that they are more qualified for career advancement within and outside the garment industry and thus increase their earning potential.

PROCEDURES: Different levels of ESL and Basic Skills will be provided for three 17-week cycles. To complement the classroom teaching, a job-related English program will be aired through a cable Chinese broadcast station two times a day during the week at the workplace. In addition, computer-assisted instruction using Lap-Top computers will be set up at 10 satellite learning work sites.

OUTCOMES/RESULTS/PRODUCTS: Chinatown Manpower Project will provide quality literacy training to the garment workers. After 50 hours of study, 75% of the ESL level participants will attain an increase of 20 points on John Test, and 60% of the participants who also study at the satellite learning centers will attain an additional 10-point increase at the end of the cycle.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed, underemployed, and unemployed garment workers.

ESTIMATED NUMBER OF TRAINEES: 380

PARTNER(S): Chinatown Manpower Project, Inc.; Local 23-25 (Sportswear & Blouses) of the International Ladies' Garment Workers Union (ILGWU); Continental Garment Manufacturers Association (CGMA) now also known as Greater Blouse, Skirt & Undergarment Association.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	National Workplace Literacy Program: Workplace Literacy Customized & Contextualized Curricula-Expansion/ Refinement/Implementation Project
AWARD NUMBER:	V198A30051
PROJECT DIRECTOR/ AWARDEE/ STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	James W. Brower Onondaga-Cortland-Madison BOCES PO Box 4754 Syracuse, NY 13221 (315) 453-4455 (315) 451-4676
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $348,349 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $149,293 **Total Funds:** $497,642 Federal Funds - 70% of total funds
AWARD PERIOD:	April 1, 1993 - September 30, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To implement and refine a new model in job task analysis workforce training. The objectives of this process include: integrating assessment and training in the workplace; developing support service workplace literacy classes for those workers enrolled in job-specific literacy programs; and providing a model of transferability from general literacy skills to job-specific skills. The implementation of the project involves a five phase process.

PROCEDURES: In Phase One, company marketing teams will be formed to establish cooperative and supportive relations among management, union, and education. Job task analysis will begin in Phase One and carry over into Phase Two. Also in Phase Two, a background questionnaire will be administered and workers' literacy skills will be assessed. Phase Three will focus on curriculum development with instruction beginning in Phase Four. Post-training and post-assessment will take place during Phase Five.

OUTCOMES/RESULTS/PRODUCTS: Customized job-related curricula will be developed for each of the partners. The literacy assessment will furnish the partners with individual worker profiles in general and specific literacy skills. The curricula will provide a model for instructors which will include a teacher's manual, individual lessons, and suggestions for materials. The curricula will allow other manufacturing-based sites to benefit from courses that are easily replicable and transferable.

EDUCATIONAL LEVEL(S): Adult literacy education in a job-related context.

TARGET POPULATION(S): Employed adult learners in a manufacturing-based setting.

ESTIMATED NUMBER OF TRAINEES: 300

PARTNER(S): Onondaga-Cortland-Madison Board of Cooperative Educational Services (OCM BOCES); UAW-Chrysler Region 9 Training Center; New Process Gear Division; Inland Fisher Guide; Crucible Specialty Metals; Oberdorfer Foundries, Inc.; Diemolding Corporation; Syracuse China; Crouse Hinds; Marsellus Casket; Syracuse General Super Plating; Syracuse University.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Long Island Workplace Literacy Program
AWARD NUMBER:	V198A30198
PROJECT DIRECTOR/	Ms. Gene Silverman
AWARDEE/	Board of Cooperative Educational Services of Nassau County
STREET ADDRESS/	1196 Prospect Avenue
CITY, STATE, ZIP/	Westbury, NY 11590
TELEPHONE/	(516) 997-5410
FAX:	(516) 333-9384
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $318,687 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $477,301 **Total Funds:** $795,988 Federal Funds - 40 % of total funds
AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To develop job specific curriculum materials and training for workers who have inadequate reading, math, communication, or English language skills to enable them to perform their jobs more productively and become eligible for career advancement.

PROCEDURES: The four workplace literacy corporations in partnership with BOCES have been examined and studied to become familiar with company procedures, vocabulary and artifacts specific to the unique individual corporations targeted in the federal grant. This evaluation will meet the needs assessment of each company and provide workers with contextual curriculum to meet the individual student workers educational levels as identified in a preliminary testing assessment of the workers.

OUTCOMES/RESULTS/PRODUCTS: BOCES will provide job specific instruction and customized curricula to workers with limited English, reading and math skills targeting worksite competencies. A program focusing on job related communication and problem solving techniques will provide skills for increased job performance.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Employed adult learners

ESTIMATED NUMBER OF TRAINEES: 250

PARTNER(S): Board of Cooperative Educational Services of Nassau County; Alarm Device Mfg. Co.; General Instrument; Marriott Corporation; MSC/SID Tool Corp.

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U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Industrial Business Workplace Literacy Program
AWARD NUMBER:	V198A30123
PROJECT DIRECTOR/	George Y. Travis, Ph.D.
AWARDEE/	Champaign County Board of Education
STREET ADDRESS/	2380 State Rt. 68, Box 269
CITY, STATE, ZIP/	Urbana, OH 43078
PHONE:	(513) 653-5296
FAX:	(513) 653-6596
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $277,458 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $210,555 **Total Funds:** $488,005 Federal Funds - 57% of total funds
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To provide on-site workplace literacy instruction in four local businesses who are involved in quality control processes.

PROCEDURES: Three 15 week instructional cycles will follow extensive literacy task analysis. Classes will meet for 180 instructional hours.

OUTCOMES/RESULTS/PRODUCTS: Students will upgrade their job specific literacy skills as well as acquire the skills needed to participate in the TQM/SPC environment.

EDUCATIONAL LEVEL(S): Adult.

TARGET POPULATION(S): Employed adult learners.

ESTIMATED NUMBER OF TRAINEES: 300

PARTNER(S): Champaign County Board of Education; Comdyne; The Hall Company; Grimes; Lewisystems.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Building Essential Skills for the Ohio Building and Construction Industry
AWARD NUMBER:	V198A30213
PROJECT DIRECTOR/	Sandra G. Pritz
AWARDEE/	Center on Education and Training for Employment
STREET ADDRESS/	1900 Kenny Road
CITY, STATE, ZIP/	Columbus, OH 43210-1090
TELEPHONE/	(800) 848-4815
FAX:	(6140 292-1260
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $360,738 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $180,814 **Total Funds:** $541,552 Federal Funds - 67 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: The objectives are 1) to increase participating workers' job-specific basic skills to the levels needed for technical skills enhancement training courses, measured by basic skills tests and portfolio assessment; 2) to increase participating workers' enrollment in and completion of skills enhancement courses, tracked with enrollment and completion records; and 3) to improve the job placement record of participating workers in comparison to that of a control group. Placements will be documented for both participants and a matched group of non participants in each city.

PROCEDURES: This model incorporates the proven concept of functional context instruction (in which basic skills are learned along with their job task applications) with individualized planning and support services to enhance the worker's ability to participate in and benefit from the instruction. The activities are 1) to confirm the skills and levels of skills needed for the actual jobs, 2) to develop/adapt job-context instructional materials, and 3) to provide instruction through team teaching, with individualized educational planning and support services.

OUTCOMES/RESULTS/PRODUCTS: The results of the project will be to gain the skills needed to stay employed. The greatest benefit will be an increased supply of skilled workers to meet the demand for building structures, at least in the three trades directly involved.

EDUCATIONAL LEVEL(S): Adult learners.

TARGET POPULATION(S): Electricians, sheetmetal workers, and carpenters in Columbus, Cleveland, Cincinnati, Toledo, Dayton, and Akron, Ohio.

ESTIMATED NUMBER OF TRAINEES: Up to 360.

PARTNER(S): The Ohio State University Research Foundation; Ohio State Building and Construction Trades Council.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Miami Valley Consortium for Literacy in the Workplace Partnership
AWARD NUMBER:	V198A30099
PROJECT DIRECTOR/	James Raulsten
AWARDEE/	Dayton Area Higher Education Consortium
STREET ADDRESS/	373 Millett, Wright State University
CITY, STATE, ZIP/	Dayton, Ohio 45435
TELEPHONE/	(513) 873-3283
FAX:	(513) 873-3301
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $385,794 **Other Federal:** $ 0 **Non-Federal: FY 1993** $166,045 **Total Funds:** $551,839 Federal Funds - 70 % of total funds
AWARD PERIOD:	March 1, 1993 - August 31, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: To provide basic literacy instruction to those AFL-CIO members whose lack of necessary skills in reading, writing, and mathematics may impair their ability to perform their jobs and fully participate in an increasingly complex society.

PROCEDURES: Instruction is made available to AFL-CIO members either in small groups or on an individualized basis. Instruction is offered through an open enrollment policy with instructional times tailored to fit individual schedules. Curriculum materials are designed for the adult learner. Each participant's curriculum is designed to meet his/her specific need as determined jointly by the teacher and the student. Instruction is teacher led and includes a combination of textbook and computer-assisted instruction.

OUTCOMES/RESULTS/PRODUCTS: The project will increase literacy awareness among the 80,000 AFL-CIO members of the Miami Valley and their employers and enhance relationships between labor, management, higher education, and literacy providers. Individual participants will increase their educational levels; (80% of participants will increase by 3 grade levels). This increase will result in workers better trained to meet the demands of their jobs and society.

EDUCATIONAL LEVEL(S): 0-12

TARGET POPULATION(S): Dayton, Sidney, Springfield, Miami Valley AFL-CIO Union members.

ESTIMATED NUMBER OF TRAINEES: 600

PARTNER(S): Dayton Area Higher Education Consortium; Dayton Sidney, Springfield, Miami Valley AFL-CIO Regional Labor Council; Tecumseh Corrugated Box Company.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Diamonite 2000: A Workplace Literacy Partnership Program
AWARD NUMBER:	V198A30036
PROJECT DIRECTOR/	Jean Swaino Opliger
AWARDEE/	Ohio State University/ATI
STREET ADDRESS/	1328 Dover Road
CITY, STATE, ZIP/	Wooster, OH 44691
TELEPHONE/	(216) 264-3911
FAX:	(216) 262-7634
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $155,893 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $271,777 **Total Funds:** $427,670 Federal Funds - 36 % of total funds
AWARD PERIOD:	April 1, 1993 - October 1, 1994
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: To improve the productivity, efficiency and cost effectiveness of employees and to enable them to achieve added job security, enhanced prospects for job mobility, and greater job satisfaction.

PROCEDURES: By implementing a function-task-competency assessment methodology, we will custom design classroom instruction in the content areas of reading, writing, listening, thinking, mathematics, human relations and working together in groups.

OUTCOMES/RESULTS/PRODUCTS: We anticipate 50 percent of the employees to volunteer will complete a 40 hour course composed of 5 modules that will improve their productivity, improve their efficiencies, and increase job satisfaction.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Hourly and salary personnel at Diamonite.

ESTIMATED NUMBER OF TRAINEES: 192 hourly and 48 salaried employees.

PARTNER(S): Ohio State University/ATI; Diamonite Products.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	The Columbia-Willamette Skill Builders Consortium
AWARD NUMBER:	V198A30206
PROJECT DIRECTOR/	Wayne Werbel
AWARDEE/	Portland Community College
STREET ADDRESS/	Southeast Center Room A-10
	PO Box 19000
CITY, STATE, ZIP/	Portland, OR 97280-0990
TELEPHONE/	(503) 244-6111 ext. 6287
FAX:	(503) 777-6920
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $438,276
	Other Federal: $ 0
	Non-Federal: FY 1993 $325,232
	Total Funds: $763,508
	Federal Funds - 57 % of total funds
AWARD PERIOD:	June 1,1993 - November 30,1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs
	(202) 205-5977

OBJECTIVES: The Consortium will provide program and curriculum development services and workplace basic skills instruction for business and labor affiliates. The Consortium will transition to self-sufficiency and demonstrate a community college consortium model.

PROCEDURES: A broad base of customized curricula will be developed enabling on-going instruction to meet the changing needs of business and labor partners. In addition, a quarterly newsletter and manual illustrating the Skill Builders model will be prepared and disseminated.

OUTCOMES/RESULTS/PRODUCTS: The Consortium will develop job-specific basic skills training components through employer and employee articulation and observation. A comprehensive worker involvement component will include workers in all phases of the project, from needs assessment through training design, delivery and evaluation.

EDUCATIONAL LEVEL(S): Adults

TARGET POPULATION(S): Employed adult learners.

ESTIMATED NUMBER OF TRAINEES: 475

PARTNER(S): Anodizing, Inc; Warn Industries; Northwest Oregon Labor Council; Northwest Regional Educational Laboratory; Oregon Office of Community College Services; Nabisco Biscuit Company-Oregon Bakery; Oregon-Washington Carpenters/Employers Apprenticeship and Training Trust; Joint Council of Teamster's No. 37; Mt. Hood Community College; Clackamas Community College; and Portland Community College.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	National Workplace Literacy Program
AWARD NUMBER:	V198A30234
PROJECT DIRECTOR/	Chris Walsh
AWARDEE/	Orangeburg-Calhoun Technical College
STREET ADDRESS/	3250 St. Matthews Road
CITY, STATE, ZIP/	Orangeburg, SC 29115
TELEPHONE/	(803) 536-0311
FAX:	(803) 531-4364

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$342,254
	Other Federal:	$ 0
	Non-Federal: FY 1993	$147,066
	Total Funds:	$489,320
	Federal Funds - 70 % of total funds	

AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To increase productivity, worker morale, understanding of the goals of the workplace, and appreciation of life-long learning by improving reading, math, oral and written communications skills at the worksite. Worker adjustment to new technology and an opportunity for advancement on the job are paramount to the program.

PROCEDURES: Orangeburg-Calhoun Technical College in conjunction with adult education and literacy providers will provide on-site workplace literacy programs at three different workplaces: a hospital, mining operation, and an automotive assembler. Basic skills required for SPC, cross-training and teams will be stressed by the use of instructional techniques such as whole language and cooperative learning as well as improvement in basic reading, math, and oral communication skills.

OUTCOMES/RESULTS/PRODUCTS: The instructional approach, as well as the content of the curriculum, will enable the participants to effectively work in teams, handle SPC, cross-training, increase reading and math, and increase their efficiency and value to their employers. Basic reading, math, and writing skills will be improved by basic instruction related to the actual job tasks.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Adult blue collar learners.

ESTIMATED NUMBER OF TRAINEES: 250

PARTNER(S): Orangeburg Calhoun Technical College; United Technologies; The Regional Medical Center of Orangeburg and Calhoun Counties; Holnam, Inc.; Orangeburg-Calhoun Literacy Council; The Literacy Council of the Greater Santee Area.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Workplace Communication Skills for Limited English Proficient Garment Industry Workers
AWARD NUMBER:	V198A30054
PROJECT DIRECTOR/	Carol Clymer-Spradling
AWARDEE/	El Paso Community College
STREET ADDRESS/	PO Box 20500
CITY, STATE, ZIP/	El Paso, TX 79998
TELEPHONE/	(915) 534-4162
FAX:	(915) 534-4622
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $459,633 **Other Federal:** $ 0 **Non-Federal: FY 1993** $328,204 **Total Funds:** $787,837 Federal Funds - 58 % of total funds
AWARD PERIOD:	July 1, 1993 - December 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: (1) To develop a generic Total Quality Management readiness curriculum called "The Cutting Edge: Workplace Communications" which is implemented in at least seven plans in El Paso in order to prepare employees for the increased skill requirements of the changing workplace. (2) To enable participating employees to achieve competency in English communication and basic skills application for TQM at 85% mastery so that they can fully participate in self-managed teams in order to improve productivity at the workplace. (3) To reduce the barriers of participating in workplace literacy programs by providing necessary support services to 100% of the employees who participate in the classes. (4) To strengthen the partnership with Levi Strauss so that all three Cutting Edge programs are disseminated to all 37 Levi Strauss plants in the United States. (5) To develop two additional partnerships for workplace literacy programs with Baxter Convertors and the Rio Grande Workers Alliance so that the replicability of the programs can be tested with a peripheral garment company and an organized labor alliance.

PROCEDURES: Employees will be recruited, assessed and receive instruction in Total Quality Management readiness, emphasizing communication skills and problem solving skills. Instruction will include reading, writing, speaking, listening, problem solving, reasoning and communication skills development. Content for the instruction will be job-specific and will foster independent learning skills.

OUTCOMES/RESULTS/PRODUCTS: This project will develop a 144 hour curriculum using video instruction to enhance the communication skills necessary for workers to participate in a Total Quality Management workplace and will be replicable for other worksites. Participants will achieve objectives #2, 3, 4, and 5.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Basic skills needs/communication skills needs.

ESTIMATED NUMBER OF TRAINEES: 600

PARTNER(S): El Paso Community College; Levi Strauss & Company; Baxter Convertors; Rio Grande Workers Alliance/AFL-CIO.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Communication Skills for Banking (Basic literacy skills for limited English proficient bank employees)
AWARD NUMBER:	V198A30082
PROJECT DIRECTOR/	Elaine Baush, Director / Robin Schrage, Coordinator
AWARDEE/	Fairfax County Public Schools
STREET ADDRESS/	7510 Lisle Ave.
CITY, STATE, ZIP/	Falls Church, VA 22043
TELEPHONE/	(703) 893-7285
FAX:	(703) 893-4026
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $268,212 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $220,621 **Total Funds:** $488,833 Federal Funds - 55 % of total funds
AWARD PERIOD:	February 15, 1993 - August 14, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To improve the English communication skills of limited English proficient bank employees so they are better able to perform their jobs, integrate into the larger workplace culture, and advance in their careers. To help supervisors and managers understand the communication difficulties faced by limited English proficient bank employees, and to develop strategies for more effective communication with those employees.

PROCEDURES: Limited English proficient bank employees attend three consecutive 45-hour courses designed to improve their self-confidence and basic literacy skills. Topics addressed are: handling telephone calls; encountering customers; participating as a team member with co-workers and supervisors; understanding the banks' organization, policies and procedures; and becoming self-directed learners. Pronunciation, vocabulary, grammar, writing, editing, and reading and listening comprehension are integrated throughout. Supervisors attend one or two 3-hour workshops for building sensitivity to cross-cultural and communication issues in the workplace, and develop strategies for management.

OUTCOMES/RESULTS/PRODUCTS: Under a previous grant, the project developed curriculum guides for three consecutive integrated 45-hour courses. Under the current grant, they are being revised for continuity and replicability. A companion series of video vignettes are being produced which focus on cross-cultural issues in the workplace, and the non-verbal aspects of communication. Supporting services, such as educational advising for participants, a peer-mentorship program and the cross-cultural workshops have been developed with accompanying guides/manuals.

EDUCATIONAL LEVEL(S): Adult; student performance level V and above (lo-intermediate).

TARGET POPULATION(S): Limited English proficient bank employees (also other office-centered customer-service industries).

ESTIMATED NUMBER OF TRAINEES: 120 - 180

PARTNER(S): Fairfax County Public Schools; Crestar Bank; First Union Bank; First Virginia Bank; Signet Bank.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Project TIME (Training Initiative for Manufacturing Employees)
AWARD NUMBER:	V198A30052
PROJECT DIRECTOR/ AWARDEE/ STREET ADDRESS/ CITY, STATE, ZIP/ TELEPHONE/ FAX:	Tamara Fleming Lord Fairfax Community College P.O. Box 47 Middletown, VA 22645 (703) 869-1120 (703) 869-7881
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $394,653 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $186,142 **Total Funds:** $580,795 Federal Funds - 68 % of total funds
AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Marian Banfield, Division of National Programs (202) 205-8838

OBJECTIVES: Project TIME's objectives are to provide job-based courses in math, communications, and reading to improve and promote thinking and reasoning skills, employee empowerment and responsibility through teamwork, decision making/problem-solving, career and personal development, and learning to learn skills for Automotive Industries, Inc.'s (AII) employees. Increasing employees' skill levels in these areas will improve the productivity and efficiency of the manufacturing process at AII.

PROCEDURES: All courses have been developed using workplace specific materials and scenarios. The classes are problem-based and relevant to both the manufacturing process, as well as the company's corporate culture. The principles of Total Quality Management (TQM) have been incorporated into each of the classes whenever appropriate.

OUTCOMES/RESULTS/PRODUCTS: TIME's anticipated outcomes include increased employee productivity and a heightened awareness of the importance and use of math, communications, and reading skills while at work.

EDUCATIONAL LEVEL(S): Non-high school graduates, GED recipients, and high school graduates.

TARGET POPULATION(S): AII-employed adult learners.

ESTIMATED NUMBER OF TRAINEES: 300 during four 13-week semesters.

PARTNER(S): Lord Fairfax Community College; Automotive Industries, Inc.; Triplett Business and Technical Institute.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Nabisco Richmond Model: Skills Effectiveness Training for Workplace Literacy
AWARD NUMBER:	V198A30211
PROJECT DIRECTOR/	Judy Bailey-Kinker
AWARDEE/	Nabisco Biscuit Company
STREET ADDRESS/	6002 S. Laburnum Ave.
CITY, STATE, ZIP/	Richmond, VA 23231
TELEPHONE/	(804) 222-8802
FAX:	(804) 226-0906

FUNDS BY FISCAL YEAR:	**Federal: FY 1993**	$280,222
	Other Federal:	$ 0
	Non-Federal: FY 1993	$199,287
	Total Funds:	$479,509
	Federal Funds - 58 % of total funds	

AWARD PERIOD:	March 1, 1993 - July 1, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: To create a job specific curriculum and assessment protocol to ensure employees will possess necessary skills to manage changing job requirements as dictated by everchanging technology. A detailed job/task analysis will be completed upon which the curriculum will be based. Using a pilot group, the assessment tools will be validated.

PROCEDURES: Nabisco Richmond Bakery hourly production, environmental services, and maintenance employees will serve as "internal consultants" to assist educational partners in the development of job assessment tools and curriculum. Employees will participate on a voluntary basis to track pre and post instruction and job performance to determine the impact of education on such parameters as waste reduction, rework, downtime, quality ratings, increase in production, accuracy, attendance, attitude, and improved safety.

OUTCOMES/RESULTS/PRODUCTS: The materials and assessment tools being developed at the Richmond Bakery will be used at the remaining eight bakeries in the Nabisco Foods Group. Employees will be able to prepare well in advance if they wish to bid for a job requiring more complex skills. New employees will receive instruction in academic areas necessary to enter and complete required training programs prior to job placement.

EDUCATIONAL LEVEL(S): Functional level of employees is estimated to range from the first to ninth grade levels. However, the average level is estimated to be approximately the fifth grade level.

TARGET POPULATION(S): Adult

ESTIMATED NUMBER OF TRAINEES: 300 hourly adult employees. Once the results are shared nationwide, over 7,000 employees will benefit.

PARTNER(S): Nabisco Biscuit Company; Capital Area Training Consortium; H.R. Strategies.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	BEST, A Learner-Centered Workplace Literacy Project
AWARD NUMBER:	V198A30072
PROJECT DIRECTOR/	Judith R. Lashof
AWARDEE/	Vermont Institute for Self-Reliance (VISR)
STREET ADDRESS/	128 Merchants Row, 2nd Fl.
CITY, STATE, ZIP/	Rutland, VT 05701
TELEPHONE/	(802) 775-0617
FAX:	
FUNDS BY FISCAL YEAR:	**Federal:** FY 1993 $401,914 **Other Federal:** $ 0 **Non-Federal:** FY 1993 $390,939 **Total Funds:** $792,853 Federal Funds - 51% of total funds
AWARD PERIOD:	May 1, 1993 - October 31, 1994
FEDERAL PROJECT OFFICER:	Elizabeth Miller, Division of National Programs (202) 205-9750

OBJECTIVES: To demonstrate a learner-centered workplace literacy model which teaches the foundation skills that are essential to effective job performance and the transformation to a high performance organization. Key components of the model are: 1) an employee education committee, 2) open entry, open exit skills classes, 3) topical workshops, 4) custom designed software that provides a supportive environment for reading workplace materials, and 5) holistic evaluation.

PROCEDURES: The employee education committee and BEST staff conduct a need and demand assessment and market the program. SCANS foundation skills are taught in the context of each workplace to small groups of employees on company time through classes that meet three hours weekly. Topical workshops meet one hour per week for four weeks.

OUTCOMES/RESULTS/PRODUCTS: A. The intended outcome is statisticly significant gains in participants: 1) awareness and application of effective reading, writing and mathematical problem solving strategies for the workplace, 2) reading comprehension of workplace materials, 3) composition for the workplace, 4) work-related computational skills and mathematical problem solving, 5) self-reports of job performance, 6) supervisors reports of job performance, and 7) self-confidence as learners. B. The primary product is Responsive Text reading software on topics such as Environmental Health and Safety, and Team Skills.

EDUCATIONAL LEVEL(S): Adult literacy, broadly defined to include the SCANS skills.

TARGET POPULATION(S): Hospital, manufacturing, and commercial construction employees.

ESTIMATED NUMBER OF TRAINEES: 350 (unduplicated count)

PARTNER(S): Vermont Institute for Self-Reliance (VISR); GE Aircraft Engines, Rutland; Rutland Regional Medical Center; John A. Russell Corporation.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Workplace Skills Enhancement Project
AWARD NUMBER:	V198A30117
PROJECT DIRECTOR/	Vicki Asakura
AWARDEE/	Seattle-King County Private Industry Council
STREET ADDRESS/	Market Place One, Suite 250 2001 Western Avenue
CITY, STATE, ZIP/	Seattle, WA 98121
TELEPHONE/	(206) 448-0474
FAX:	(206) 448-0484
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $521,138 **Other Federal:** $ 0 **Non-Federal: FY 1993** $223,345 **Total Funds:** $744,483 **Federal Funds - 70 % of total funds**
AWARD PERIOD:	September 1, 1993 - February 28, 1995
FEDERAL PROJECT OFFICER:	Melissa Morrill, Division of Adult Education and Literacy (202) 205-9414

OBJECTIVES: The project will provide job specific language/literacy training at various employer sites to 285 limited English speaking workers. A small business skills development center will also be created in downtown Seattle to serve the literacy needs of an additional 25 workers from companies where there are insufficient numbers to form a class on-site. Curriculum that is competency based and customized to the needs of the workplace will be used.

PROCEDURES: Through an assessment of worker needs/deficiencies and a literacy analyses of the jobs held by targeted workers, a competency based curriculum will be developed. Training is provided in cycles of 40 hours with multiple cycles depending on employer and worker needs and interests. The project design also incorporates the use of bilingual/bicultural staff in the provision of ancillary/support services when needed.

OUTCOMES/RESULTS/PRODUCTS: Successful training completion for 248 participating workers. Development of curriculum and a program model to serve small businesses that will demonstrate effective strategies for providing individualized workplace specific literacy instruction to workers from diverse occupations.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Workers who are limited English proficient and/or basic skills deficient.

ESTIMATED NUMBER OF TRAINEES: 310 individuals/410 slots

PARTNER(S): Seattle-King County Private Industry Council; Center for Career Alternatives; Employment Opportunities Center; Refugee Federation Service Center; Renton Technical College.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	WINS: Workplace Improvement of Necessary Skills
AWARD NUMBER:	V198A30167
PROJECT DIRECTOR/	Donna Miller-Parker
AWARDEE/	State Board for Community & Technical Colleges
STREET ADDRESS/	1701 Broadway
CITY, STATE, ZIP/	Seattle, WA 98122
TELEPHONE/	(206) 344-4374
FAX:	(206) 344-4377

FUNDS BY FISCAL YEAR:	**Federal:** FY 1993	$469,778
	Other Federal:	$ 0
	Non-Federal: FY 1993	$236,067
	Total Funds:	$705,845
	Federal Funds - 67 % of total funds	

AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Sarah Newcomb, Division of Adult Education and Literacy (202) 205-9872

OBJECTIVES: 1) To identify and upgrade the knowledge and skills needed by workers so their employers will remain globally competitive, and 2) to assist workers in acquiring the knowledge and skills necessary to make them more productive, promotable workers and effective citizens.

PROCEDURES: Business partners will identify specific needs for their workforces and assist educational partners in selecting and creating relevant assessment instruments and instructional materials. Education partners will take primary responsibility for creating curricula and assessment tools, and will provide on-site instruction. The overall project will be coordinated at the state level and technical assistance will be provided by the Office of Adult Literacy.

OUTCOMES/RESULTS/PRODUCTS: Each business will identify appropriate and available data for use in examining project impact. Overall, 80% of participants will master at least one competency and will show a minimum of 20% increase on post-instructional assessment. Seventy-five percent of participants will indicate on a self-assessment that the project has had a positive effect on their ability to perform in the workplace and all businesses will report a positive impact.

EDUCATIONAL LEVEL(S): Adult Basic Skills and English as a Second Language.

TARGET POPULATION(S): Entry-level and front-line workers in the hospital, manufacturing, and food processing industries.

ESTIMATED NUMBER OF TRAINEES: 315

PARTNER(S): State Board for Community & Technical Colleges; Big Bend Community College; Skills Resource Training Center; Columbia Potato; Washington Potato; D&L Foundry; Edmonds Community College; Intermec Corporation; Seattle Central Community College; Service Employees International Union; Tacoma Community College; Multicare Medical Center; Whatcom Community College; Bellingham Cold Storage; Bellingham Frozen Foods; Icicle Seafoods; Trans-Ocean Products; Trident Seafoods.

U.S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

PROGRAM TITLE:	National Workplace Literacy Program (CFDA 84.198)
PROJECT TITLE:	Oneida Retail, National Workplace Literacy Grant
AWARD NUMBER:	V198A30009
PROJECT DIRECTOR/	Lynn K. Piwonski
AWARDEE/	Oneida Tribe of Indians of Wisconsin Career Development & Technical Training Center
STREET ADDRESS/	2632 South Packerland Drive
CITY, STATE, ZIP/	Green Bay, WI 54313
TELEPHONE/	(414) 496-7860
FAX:	(414) 496-7879
FUNDS BY FISCAL YEAR:	**Federal: FY 1993** $223,928 **Other Federal:** $ 0 **Non-Federal: FY 1993** $101,272 **Total Funds:** $325,200 Federal Funds - 69% of total funds
AWARD PERIOD:	June 1, 1993 - November 30, 1994
FEDERAL PROJECT OFFICER:	Jeanne Williams, Division of National Programs (202) 205-5977

OBJECTIVES: To provide job related basic skills development for the Oneida Retail Division.

PROCEDURES: Career and academic testing will be done to establish a baseline. Five week modules will be offered in math, memo-writing/basic reporting, reading/comprehension, oral communication, reasoning, setting and accomplishing goals, listening skills, and interpersonal skills as they relate to the job. GED classes will also be offered along with forty-five workshops and seminars.

OUTCOMES/RESULTS/PRODUCTS: This program is designed to enhance the participants' current employment and productivity, and the possibility of career development either within the tribe or the outlying communities.

EDUCATIONAL LEVEL(S): Adult

TARGET POPULATION(S): Oneida Retail Division Employees.

ESTIMATED NUMBER OF TRAINEES: 60

PARTNER(S): Oneida Tribe of Indians of Wisconsin; St. Norbert's College; Oneida Retail Division.